Responsibilities of Secretary/Treasurer (Mirjam)

with help by ”Member-at-Large” members

Treasurer

* Overseeing the monthly budget reports
* April meeting travel award authorizations (with Andre Luis de Gouvea) + other cost authorizations
* Treasurer’s report at the April DPF EC & Business Meetings

Secretary

* Communications:
  + Preparing and distributing monthly Newsletter (with Rick van Kooten & Elizabeth Worcester)
  + Forwarding of emails
  + Updating DPF website
* Meeting logistics – Election of EC members
  + Pestering Nominating Committee (April-May)
  + Contacting nominees (July)
  + Set up the election website (August)
  + Announce election results