

DUTIES OF ELECTED MASWUG OFFICERS

President

1. Provide vision and energy to lead and grow MASWUG
2. Serve as moderator during quarterly user group meetings
3. Act as primary MASWUG contact with SolidWorks and other sponsors
4. Seek out topics and activities of interest to MASWUG membership
5. Call and chair MASWUG planning sessions (2 lunch meetings per quarter)
6. Work with Secretary, Web Master and other planning team members to develop program for quarterly user group meetings
7. Coordinate invitations to proposed speakers; clarify requested discussion topics and presentation style
8. Encourage MASWUG members to contribute as part of leadership team

Secretary

1. Participate in MASWUG planning sessions as part of leadership team
2. Assist in selecting speakers for upcoming presentations
3. Write up quarterly meeting agenda and e-mail to MASWUG members
4. Arrange for meeting room and refreshments
5. Make sure a computer, projector and other multi-media items are available for quarterly meeting
6. Arrange for speaker/participant gifts from SolidWorks
7. Track RSVPs for meeting to assure room size is adequate
8. Sign in members and guests at quarterly user group meeting
9. Take notes of the presentations and forward to the Web Master for posting on the MASWUG web site
10. Arrange for SolidWorks to pay for room and refreshments expenses
11. Work with Web Master to maintain a data base of all MASWUG members

(Summary Version)

DUTIES OF ELECTED MASWUG OFFICERS

President

1. Provide vision and energy to lead and grow MASWUG
2. Serve as moderator during quarterly user group meetings
3. Act as primary MASWUG contact with SolidWorks and other sponsors
4. Work with planning team to develop program for quarterly user group meetings

Secretary

1. Participate in MASWUG planning meetings; send quarterly meeting announcement to MASWUG members
2. Handle meeting logistics (meeting room, refreshments, computer, gifts, etc.)
3. Take notes of the presentations and forward for posting on the web site
4. Work with Web Master to maintain a data base of all MASWUG members