

**ISA
POSITION DESCRIPTION**

SECTION MACE REPRESENTATIVE

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: To establish and maintain effective two-way communications between the Section and other engineering societies and to encourage Section members to participate in the broader scope of engineering activities beyond ISA.

Primary Responsibilities & Duties:

1. Attend all Mobile Area Council of Engineers (MACE) meeting and functions as required by the MACE Chairman.
2. Communicate all relevant information back to the Section members verbally or via the section bulletin.
3. Provide print-ready announcements of MACE nomination requests and engineering banquet information to the newsletter editor for publication.
4. Enlist the help of other MACE member societies in promoting Product Education night through publication of the event in the various society newsletters.
5. Serve on the Product Education Committee.
6. Assist other committees as required.
7. Promotes Section awareness of the engineering profession in general, particularly relating to National engineering Week.

Resources Available: Bob Marley, Section Executive Board, Section Members

Time Commitment: Meeting attendance

Meeting Obligations: Regular Section meetings, Annual MACE Banquet

Working Relationships:

1. Other Officers and Members: Interacts as needed to accomplish duties.
2. Staff: Accesses staff as needed for information and provides essential information to staff when requested.
3. Work closely with Product Education Chairman and Golf Committee.

Qualifications: Interested in Section and other engineering societies working together to the benefit of the members.

Method of Appointment: Appointed by the Section president or in compliance with the Section constitution and bylaws.