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### **SEGS President List of Duties**

1. Preside at all meetings of the Society and Executive Committee.
2. Supervise Society business, subject to the control of the Executive Committee.
3. Support other Officers in conducting Society business.
4. Assure that business is conducted in accordance with Society By-Laws.
5. Maintain powers and duties usually incident to the office of President in similar Societies.
6. Perform duties as may be required by the By-Laws or the Executive Committee.
7. Respond or delegate persons to respond to public and membership inquiries.
8. Ensure that Society meetings and field trips are available to interested parties and conducted in a safe manner, protective of Society interests.
9. Encourage members to participate in Society functions and committees.
10. Conduct or participate in public outreach of the Society.
11. Represent the Society in activities of the Gulf Coast Association of Geological Societies (GCAGS): attend or delegate a representative at the annual meeting and correspond with requests from GCAGS.
12. Provide an annual report to the CGAGS.
13. Represent the Society in activities of the American Association of Professional Geologists (AAPG).
14. Assist in encouraging new members, committees, and recruiting future officers.
15. Prepare a letter from the President regarding Society accomplishments and endeavors for newsletters, typically Winter and Summer.
16. Schedule and coordinate attendance of Officers to four By-Laws mandated Executive Committee meetings.
17. Appoint a nominating committee prior to a fall meeting where candidates are announced.
18. Distribute a ballot of incoming Officers to members before the year-end.
19. Assure continuation of the Society's viability for the future.