

## Engineering Management Board (EMB) Executive Secretary

**Task:** Title of task

**Purpose of Task:** Executive Secretary integrates and manages the EMB operations and proceedings.

- Schedule and support EMB meetings:
  - o Establish meetings and agenda with inputs from Office of Chief Engineer (OCE) management and presenters.
  - o Proactively status all potential agenda items for preparedness and availability.
  - o Document outcomes of meetings as required.
  - o Ensure EMB actions are properly documented, tracked, and completed.
- Update and/or maintain EMB charter and associated processes and procedures.
- Develop and/or coordinate necessary EMB inputs to Agency councils, boards, panels, or other forums.
- Facilitate communication and coordination with EMB Members, OCE leadership, and OCE support personnel.
- Work with support staff/contractor to ensure:
  - o The EMB NASA Engineering Network (NEN) collaboration site is administered and maintained.
  - o Meeting logistics are established and distributed.
  - o EMB material and official documentation is posted, reviewed for release, and distributed per OCE processes and practices.

**Person Currently Doing the Task:** Name; email@nasa.gov; 123-456-7890

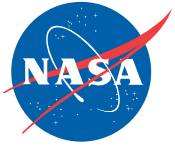
**Contacts:** None

**Important Dates or Schedule Milestones:**

- EMB is scheduled bi-weekly, on Thursday at noon, eastern.

**Steps:**

- Maintain distribution lists:
  - o NASA-DL-EMB
  - o NASA-DL-EMB-OTHERS – other invitees, as requested and approved.



## Steps (continued)

- Reach out to OCE leadership, Center Engineering Directors, and others for topics and presentations. While in meetings, listen with an idea of potential topics for the EMB. Suggested best practice: have at least the next month's topics confirmed and scheduled, to avoid cancellation due to lack of topic.
- Ensure that you are the owner of the "OCE Meetings" calendar. Schedule meeting placeholder for the year, using the "OCE Meetings" calendar, rather than your personal calendar.
- When a topic and presenter are determined, ensure that the presentation will be delivered the Friday prior to the EMB meeting. Review the presentation for clarity and errors.
- When a final version of the presentation is ready, save as a .pdf.
- Update placeholder invitation in "OCE Meetings" calendar one week before the meeting, adding the topic information and the connection information. Currently, WebEx is the preferred method to connect.
- Two days before the meeting, use the calendar invitation to send the .pdf version of the presentation to the invitees. Use the invitation because it will have an updates to attendees based on approved additions.
- The day of the EMB meeting, sign in to WebEx 15 minutes before the start of the meeting to confirm that the presentation will project properly. For the meeting, use the Word version of the presentation, in order to maintain any animations and builds within the presentation.
- The executive secretary will take attendance, using the method you prefer.
- The executive secretary will capture any actions and questions that need resolution. These actions and questions will be documented and managed to closure.
- After the meeting, the executive secretary will upload the attendance list, the .pdf version of the presentation, and any actions to the NASA Engineering Network (NEN) site, on the proper date within the EMB community.

## Examples of Reports

### Examples of emails/notifications