

6.32.350

HEAD OFFERS	
Executive Secretary - N. S. Hibshman (60/9/25)	
Secretary to: Board of Directors	
P&C Committee	
C&B Committee	
Intersociety Relations except Standards and Technical Activities	

BUSINESS OFFICE
G. E. Herrmann (44/7/13)
Secretary to: Membership Comm. Retirement System Finance Committee
Responsibility: Gen'l supervision of office personnel; Direct supervision of accounting, membership records, shipping, etc.

GAD
J. J. Anderson (45/2/11.5)
Secretary to: Gen'l Administration Dept. Standards Comm. ASA 042 WGM Committee Conf. of DV-Ps
Responsibility: Staff service to GAD; Compiles & edits BdD Report, OM; keeps Section records

ADMISS. & TRANSFERS
Miss U. Lennon (43/18/6.25)
Secretary to: Bd. of Examiners
Responsibility: Staff service to: Bd of Exam., Membership Committee General supervision of applications

PDR
Mrs. A. Landres (61/17/6.5)
Secretary to: PDR Department All PDR Comm. except Bd of Exam., Prize Awards, Volta, M-F-L Fund
Responsibility: Staff service to all PDR Committees except those named above; handles all awards, prizes and certificates

PUBLICATIONS
C. S. Rich (61/32/15.5)
Secretary to: Publications Dept.
Responsibility: Editorial & business supervision of all publications

TOD
I. S. Coggeshall (65/2/15)
Secretary to: Technical Operations Department
Responsibility: Staff service for TOD; advise and guide TOD and its committees

W.E. Braun (49/33/9.5)
Resp: Payroll, taxes, purchases

Stud.Br.Coordinator, JW Morrison
L. Leonard (40/1/10/11)
Resp: Staff Secretary, Student Branches Committee, Branch services and records

Applications- Miss Kathleen Smith (54/3/4.5)
Resp: Applications, transfers, students, cash

Asst. to Ex. Secy. J.L. Callahan (63/13/10)
Secy to: Membership Com Transfers Com Russian Translations Program
Responsibility: Staff Service on assignment

ELEC. ENGINEERING R.K. Jorgensen (45/1/15)
Resp: Editorial
Adv. W. Schraubstader
Resp: Advertising promotion and analysis

Special Publications- Miss Schlosser (46/24/5.7)
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Bimonthlies, Transact. Miss Tucker (39/14/6.5)
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Papers & Mtgs, TOD E. C. Day (49/13/9.75)
Resp: Asst Secy. TOD Secy, Prize Awards Comm., M-F-L Fund Comm.
All manuscript from submission thru review to edit for preprinting Gen.&Dist. Mtg. program

Technical Activities R.S. Gardner (62/13/10.5)
Resp: Asst Secy. TOD, Secy to Power, Ind., S&E Divs; Volta Org. Services to: 6 Divs, 50 Tech Comm. 200 Subcomm. Staff Serv. to 28 STCs each year Assbly & edit. STC publications & Committee reports

Member Records - Mrs. I. D. Hooks (63/31/6)

Order & Billing- Mrs. Lucy Kent (61/33/5)

Advertising Sales
3 Salesmen-Salary & Commission
1 Representative-Commission