

Tau Beta Pi

The Engineering Honor Society

Michigan Gamma chapter
First Actives Meeting

31 August, 2021

HAPPY TBPITUESDAY



Tau Beta Pi
The Engineering Honor Society

Virtual First Actives Meeting Agenda:

- **Officer Updates** - learn about what's happening this semester and how you can get involved
- **Voting** - Election for W21 Professional Development Officer
- **Good Interviewing Practices** - preparation for interviewing electees (virtually!)
- **Sign-In Code**



Sign in so we can track quorum!
<https://tbpmi.ga/election>

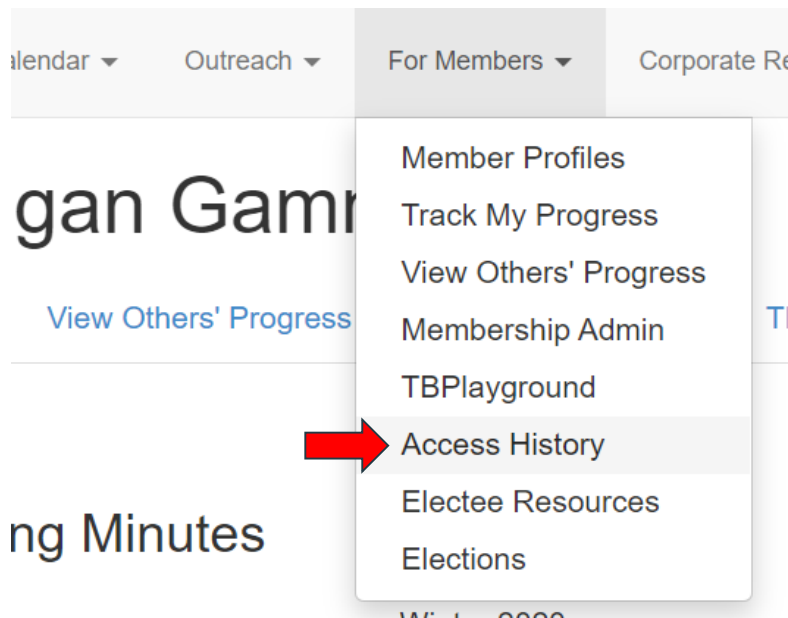
HAPPY TBPITUESDAY



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Virtual First Actives Meeting Agenda:

- Access these slides after the meeting!



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<https://tbp.engin.umich.edu>



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Officer Updates

EXECUTIVE TEAM UPDATES



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President - Kate

- Welcome Back!
- Reminder to fill out the membership survey if you haven't already done so - see the emails that were sent out recently
- If you are here in person, please **sign up for the in person event on the website!** This will help us know who was here in person if we need that in the future.
- In person attendees - please do not also join the zoom call! This will help us avoid audio issues and double counting votes

EXECUTIVE TEAM



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President - Kate

- **Fill a chair position!**

- <https://tbpmi.ga/chair-app>
- Professional Development
- Apparel
- Campus Outreach
- Banquet Arrangements
- Merit Badge Day
- Mentorship
- Diversity, Equity, & Inclusion
- & more!
- Great way to earn leadership credit!



Join us at officer
meetings! Now
on the website

EXECUTIVE TEAM



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Vice President(s) - Abby & Yash

- **ALL INTERVIEWS WILL BE CONDUCTED VIRTUALLY**
- Undergraduate candidate interviews:
 - Dates
 - September 16-17th, 20th, 22th: 9 am-8 pm
 - September 21st, 9 am-6 pm
- Graduate candidate interview dates:
 - Dates
 - September 16-17th, 20th, 22th: 5 pm-9 pm

EXECUTIVE TEAM



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Vice President(s) - Abby & Yash

- Materials, Zoom links, and sign-ups will be distributed soon, so watch for an email in the coming weeks!
- **Interview requirements for actives will be provided in the email as well**
- Any extra interviews count towards service hours!
- Would you all like another “How to Conduct and Interview Online” training event? Please indicate at <https://tbpmi.ga/interview-prep-survey>

EXECUTIVE TEAM



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Vice President(s) - Abby & Yash

- Sign up to be an electee team leader!
 - <https://tbpmi.ga/electeeteamlead-app>
 - Will earn you a **leadership credit** AND you get to introduce electees to the chapter!
- Give us feedback on your electing process!
 - <https://tbpmi.ga/electee-feedback>
 - No matter when you elected!^^

EXECUTIVE TEAM

External Vice Presidents - Judy & Arjun

- Come to Career Fair September 13th-15th
 - Virtual on CF+ (like last year)
 - Time slots 9am-9pm EST each day
 - Company list will be made available soon



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EVENTS TEAM

Service Coordinator - Atishay



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- Apply for PD Officer!
 - Point of Contact between TBP and corporate world
 - Planning, execution of Career Fair
 - Info session/tech presentation planning
 - Publicizes TBP's Resume Book to companies
 - Year-long position
- Apply for project lead positions!
 - Help plan/execute a variety of service and PD events!
 - Good introduction to TBP leadership roles (chair/officer)
 - Reach out to tbp.service@umich.edu if interested
- Check out service/PD opportunities on the website
 - Sandwiches and Speakers events (upcoming)
 - Info sessions

EVENTS TEAM



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K-12 Outreach - Jamie, Erik

- Your Youth Protection Training May Need Renewal
 - Required for all K-12 Outreach events - expires every 2 years
 - BSA training can be completed online: tbpmi.ga/ypt
 - Upload certificate at: tbpmi.ga/ypt-confirm
- University Background Checks
 - Expire every 3 years - tbpmi.ga/opt-in
- Upcoming events (dates tentative)
 - MindSETs (Early - Mid October)
 - Merit Badge Days (10/30, 12/4)
 - Cub Scouts Day (11/20)
 - Major Fairs (9/16, 10/3)

EVENTS TEAM



Professional Development - TBD

Lots of info sessions in the works this semester, keep an eye out on the website and in weekly emails for these events:

- BlackEdge Capital, Thurs September 9th at 4 PM
- Intel, Thurs September 9th at 6 PM
- Optiver, Mon September 13th at 5pm (TBP and SWE only)
- Argo AI, Thurs September 30th at 5pm
- CIA, Mon September 20th at 5:30pm

EVENTS TEAM



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Professional Development - TBD

Please update your resumes for Convention and for the MI-Gamma resume book!

- On the TBP Website when editing your profile:
<https://tbp.engin.umich.edu/>
- TBP National Convention:
<https://www.tbp.org/resumes/home.cfm?15995387>



You can update your resume any time at the respective links.

EVENTS TEAM



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Campus Outreach - Angela

- Sign up for Tutoring!
 - Great way to earn service hours
- Other events like Breakfast Parties, Major Fair, etc. will be scheduled soon!

1-1 tutoring:

<http://tbpmi.ga/tbptutoring>



CHAPTER TEAM

Chapter Development - Simon



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Help improve the MI-G chapter!

- **New Initiatives I** is on 9/21!
- How should we improve our existing events?
Better carpooling? More events on Central Campus? Faster K-12 background check? (probably nothing we can do, or can we?)
- What kind of new events would you like to see?
Wine tasting might be off-limit (we are not a frat), but boba night could surely be a thing! *(right?)*
- What would make you want to be a project lead?
Easy Leadership credit? Free rein over the food options? Power to take over our TikTok? *(give me all your dangerous ideas 😊)*

I don't have much on the agenda, so please enjoy these cat gifs



CHAPTER TEAM



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Membership - Ranadeep

- **Active Status Requirements**
 - Attend 2 meetings, both of which must be voting meetings (2nd Actives, 3rd Actives, or elections)
 - 2 hours of TBP-sponsored service
 - At least 1 social or PD event
- **DA/PA Requirements**
 - TBD

CHAPTER TEAM

Publicity - Jed

- **Send me SPICY MEMES (Engineering related)**
 - The payoff is huge, and will be announced later in the term
 - Email or Slack @Jed Pienkny preferred
- **Follow us on Instagram!**
 - @tbpmig
- **TikTokBP has been here!**
 - Please follow @tbpmig!
- tbp.publicity@umich.edu



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CHAPTER TEAM

Historian - Jacob



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- First Issue of the Cornerstone is now available, those in-person make sure you grab and copy and those joining us online can find it on tbp.engin.umich.edu at “Publications” > “The Cornerstone”

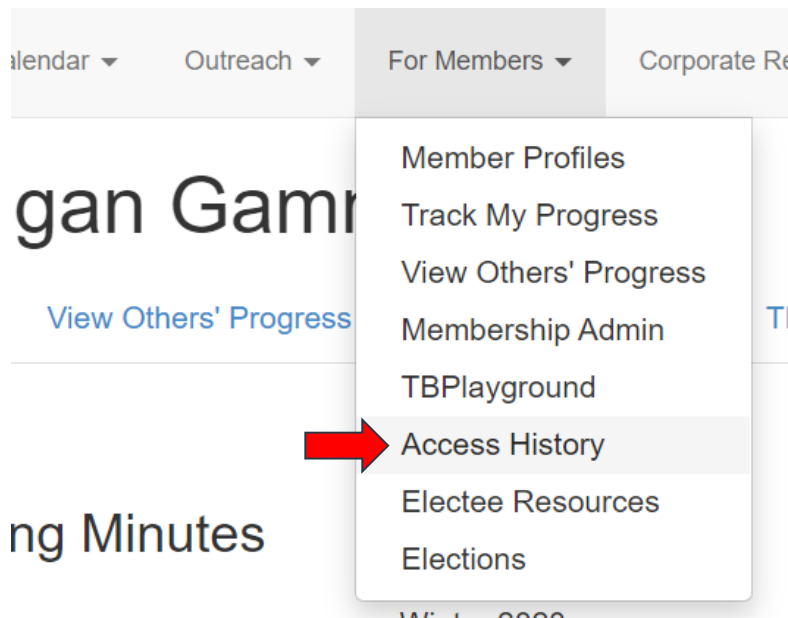
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Elections Procedure

ELECTIONS



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Confidentiality

- Only initiated TBP members and electees for the current semester are allowed in the room
- All discussion during elections is confidential and is not to be repeated outside this room

Speech/Questions Time Limits

- For Professional Development Officer, 2.5 minutes
 - 1.5 minutes for speech

*** Limits can be extended by motion from the floor, must affect all candidates equally

ELECTIONS



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No-Confidence and Voice Votes

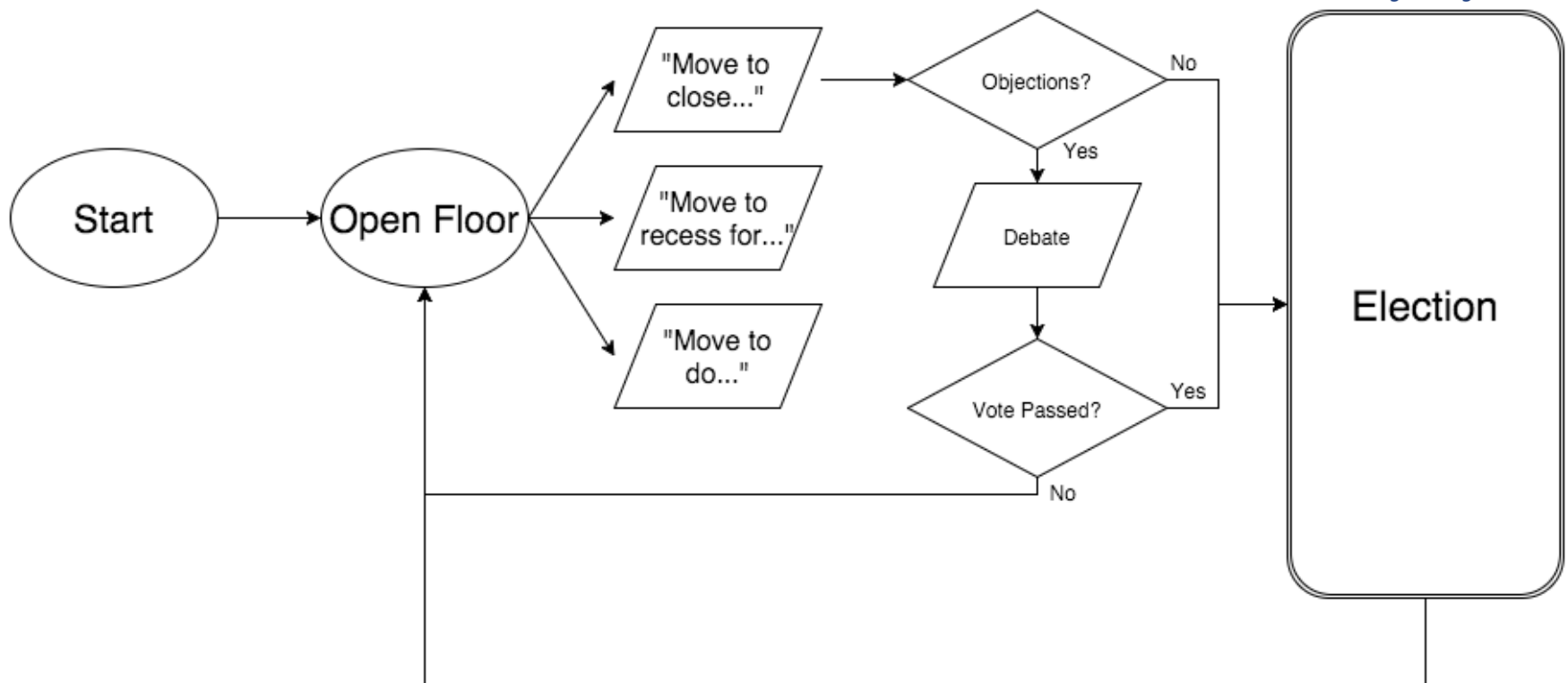
- To win an election:
 - For Professional Development Officer, must receive a plurality of the votes
 - Failure to do so is a vote of no-confidence
- Voice Votes
 - Uncontested elections will be voted on by voice vote (no Zoom Poll unless division is called)

ELECTIONS

Go with the Flow (general)



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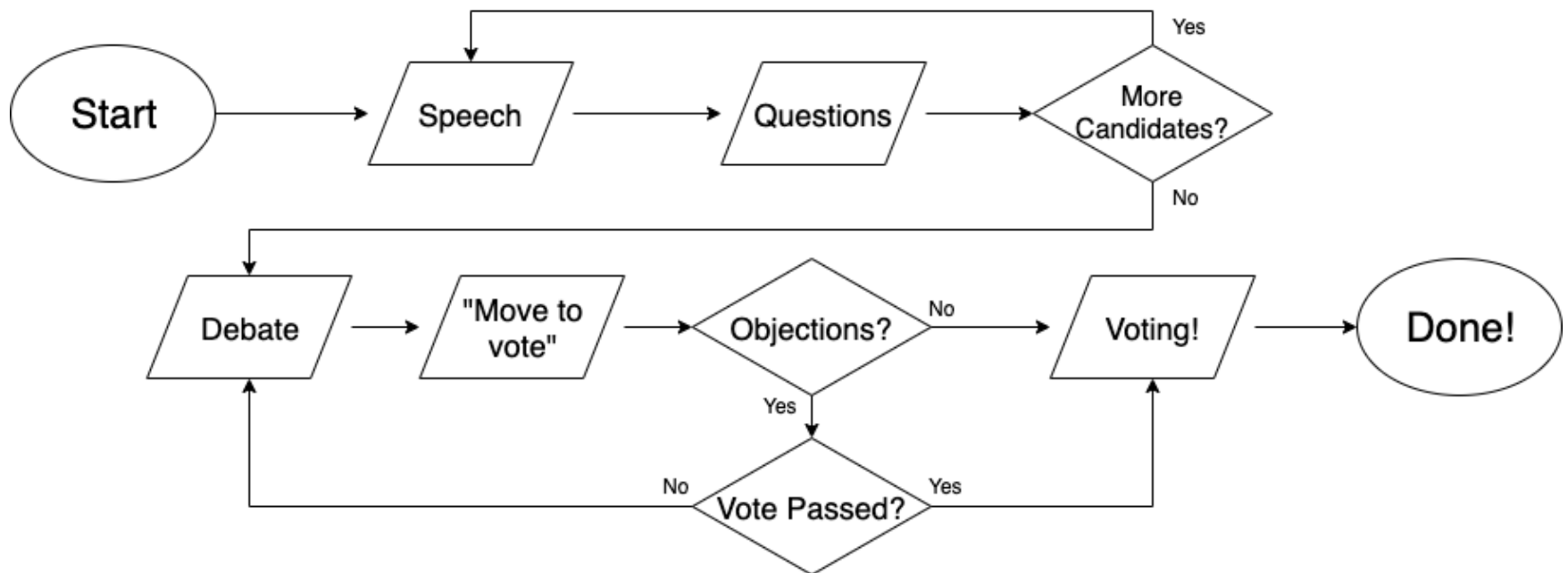


ELECTIONS

Position-Specific Flow



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VOTING



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Voting Setup

Virtual Attendees will be using Zoom Poll to vote today

In person attendees will be using iClickers

Kate will be running the voting system.

Test Vote time! Example position election:

Vote for the best color:

A: Maize

B: Blue

C: No Confidence

When the poll launches, cast your vote.

ELECTIONS



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Other Voting Logistics

- Waiting Room:
 - Candidates for a position in consideration will be moved to waiting room or asked to step into the hall
 - Late arrivals-- in waiting room/hall until current position being elected closes
- Discussions:
 - Please raise your hand (in person or over zoom) to be recognized to speak. David will help monitor zoom
- Voting:
 - Poll results are anonymous and the vote breakdown will not be shared, only the result.
 - Benson and Kyle are the designated "Poll-watchers"

OPEN FLOOR

Open F21 Officer Positions

- Professional Development Officer
 - ??



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Good Interviewing Practices

EXECUTIVE TEAM



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Vice President(s) - Abby & Yash

- Interview Overview (25 min interviews/30 min time slot)
 - Before
 - Review electee's response and get case study ready
 - 0-8 mins
 - Introductions - get to know them, first section of electee questionnaire
 - 8-15 mins
 - Short answer/long essay from electee questionnaire
 - 15-25 mins
 - Case Study
 - After
 - **Fill out evaluation form**

GOOD INTERVIEWING PRACTICES



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Interview structure

1. Sign up for the interview on the website (beforehand)
2. Read the electee questionnaire responses (beforehand)
3. Meet the electee, introduce yourselves
4. Chit-chat for a bit, get to know each other
5. Talk about electee questionnaire responses (website)
6. Go over the case study
7. Fill out the evaluation form (website, post-interview)

GOOD INTERVIEWING PRACTICES



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Interview prep

- Interview materials will be provided virtually before you join via Zoom
- Attire is business casual for you, business formal for electees
- More info and a reminder coming out before the interview
 - Includes instructions for navigating the website

GOOD INTERVIEWING PRACTICES



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Interview tips

Friendliness and gentle questioning/encouragement is effective!

- Be nice to the electee and remind them that the interview isn't supposed to be scary.

Don't get caught up on sticking to the "schedule"

- Focus on learning about the electee, not following the outline.

Provide the correct materials to the electee

- There are interviewer and electee versions of each!

Stay professional

- We are an honor society, after all.

GOOD INTERVIEWING PRACTICES

Interview tips



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FILL OUT THE EVALUATION FORM

Thank you!!

GOOD INTERVIEWING PRACTICES

Interview tips



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I will email you all of this information and the necessary materials for conducting interviews soon.

SIGN UP TO BE AN INTERVIEWER ON THE EVENTS PAGE OF THE TBP WEBSITE

SIGN IN CODE



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TBinPerson

It's nice to see many of you back in person! Don't forget to sign into the correct LOCATION on the website