

# Tau Beta Pi

The Engineering Honor Society

Michigan Gamma Chapter  
First Actives Meeting

11 January, 2022

# HAPPY TBPITUESDAY



**Tau Beta Pi**  
The Engineering Honor Society

## First Actives Meeting Agenda:

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



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

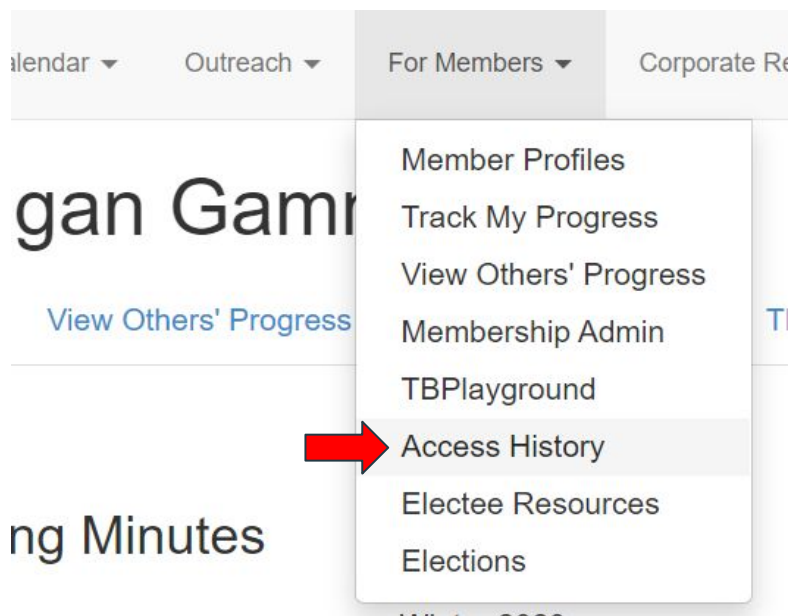
# HAPPY TBPITUESDAY



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## First Actives Meeting Agenda:

- Access these slides after the meeting!



## History/Report Management

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



# Officer Updates

# EXECUTIVE TEAM UPDATES



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## President - Ranadeep

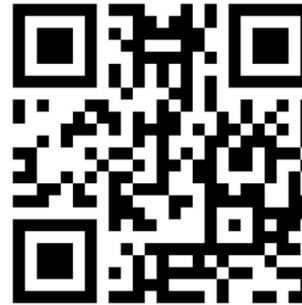
- Welcome Back!
- If you are here in person, please **sign up for the in person event on the website! Likewise with for virtual attendees.** This will help us know who was here in person if we need that in the future.
- In person attendees - please do not also join the zoom call! This will help us avoid audio issues and double counting votes

# EXECUTIVE TEAM



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## President - Ranadeep



- **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

## President - Ranadeep



- **Sign up to be a project lead**
  - <https://tbpmi.ga/plead-app>
  - Another great way to earn leadership credit!



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### Steps for running an event:

Step 1: Come up with an idea (most difficult step)

Step 2: Set a date and time

Step 3: Plan out the logistics and invite TBPeople

Step 4: Show up to the event

# EXECUTIVE TEAM



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## Vice President(s) - Erik & Hrishi

- **ALL INTERVIEWS WILL BE CONDUCTED VIRTUALLY**
- Undergraduate candidate interviews:
  - Dates
    - January 26th, 27th, 28th: 9 am-8 pm
- Graduate candidate interview dates:
  - Dates
    - January 26th, 27th, 28th: 5 pm-9 pm



# EXECUTIVE TEAM



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## Vice President(s) - Erik & Hrishi

- Materials, Zoom links, and sign-ups will be distributed soon, so watch for an email in the coming days!
- **Interview requirements for actives will be provided in the email as well**
- **Actives must complete at least 1 interview to earn DA/PA status**
- 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) - Erik & Hrishi

- 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!
- Sign up to be The Graduate Student Activities Chair(s)!
  - Graduate actives sign up using [this form](#)
  - Will earn you a **leadership credit**!
- Give us feedback on your electing process!
  - <https://tbpmi.ga/electee-feedback>
  - No matter when you elected!^^

# EXECUTIVE TEAM



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## External Vice Presidents - John & Riley

- Serve on an Honors Brunch committee
  - Excellent opportunity for 4 service hours!
  - Email invitations sent yesterday (1/10)
  - Monday 2/7 through Friday 2/11
  - One 4-hour block, no other time commitments
  - Both undergraduate and graduate students needed
  - Sign up on WhenIsGood (links also in email)
    - Undergrad: <http://whenisgood.net/phxcgzy>
    - Grad: <http://whenisgood.net/w3gyktz>

# EVENTS TEAM

## Service Coordinator - Jed



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- Apply for Chair and Project Lead positions!
  - Help plan/execute a variety of service and PD events!
  - Good introduction to TBP leadership roles (chair/officer)
    - [tbpmi.ga/chair-app](https://tbpmi.ga/chair-app) for Chairs
    - [tbpmi.ga/plead-app](https://tbpmi.ga/plead-app) for Project Leads
  - Reach out to [tbp.service@umich.edu](mailto:tbp.service@umich.edu) if interested
- Signature Event Planning
  - Brainstorming ideas for a service-related large scale event
  - Project lead position available for signature (same form)
  - All ideas are welcome!
- Professional/Service/Social Events in the works!

# EVENTS TEAM



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## K-12 Outreach - Jamie, Jessy

- 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](http://tbpmi.ga/ypt)
  - Upload certificate at: [tbpmi.ga/ypt-confirm](http://tbpmi.ga/ypt-confirm)
- University Background Checks
  - Expire every 3 years - [tbpmi.ga/opt-in](http://tbpmi.ga/opt-in)
- Upcoming events (March/April)
  - MindSETs x3
  - Merit Badge Day x1
  - Cub Scouts Day x1
  - Major Fair x1
  - AP Tutoring
  - STEM videos

# EVENTS TEAM



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## Activities - Sean

- Lots of planning/brainstorming
- Some current ideas:
  - Laser Tag
  - Ice Skating
  - Bowling
  - Cantina Night
  - IM Sports
- Reach out if you have any ideas!
- Sign up to be a project lead!
- Banquet chairs



# EVENTS TEAM



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## Professional Development - Daniel

Lots of info sessions in the works this semester, keep an eye out on the website and in weekly emails for them. None are scheduled yet.

There are topic-based events, including:

- Dreary but Important Questions to Ask About a Job Offer
- How to Build Financial Security
- Effective Groups and Meetings

If you have any ideas for other professional topics, **sign up to be a project lead!** There is a form in the most recent email to sign up.

# EVENTS TEAM



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## Professional Development - Daniel

**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 - Ben

- Sign up for Tutoring!
  - Great way to earn service hours (we already have people requesting to be tutored!)
- Other events like Breakfast Parties, etc. will be scheduled soon!
- Sign up to be a Campus Outreach Chair!

**1-1 tutoring:**

<http://tbpmi.ga/tbptutoring>



# CHAPTER TEAM



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## Chapter Development - Alan

**We're looking for a DEI Committee chair...**

- <https://tbpmi.ga/chair-app>
- Run DEI Committee meetings

**... and DEI Committee members!**

- <https://tbpmi.ga/dei>
- Plan and execute fun DEI oriented events
  - TBP Interchapter Bowling
  - Bullpen Jeopardy
  - SASE Boba Social
- Time commitment: 1-2 hours per week
- Earn a leadership credit!



# CHAPTER TEAM



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## Membership - Denise

- **Active Status Requirements**

- Attend 2 voting meetings (2nd Actives, 3rd Actives, or elections)
- 2 hours of TBP-sponsored service
- 1 social/PD event

# CHAPTER TEAM



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## Membership - Denise

- **DA/PA Requirements**
  - Obtain a leadership credit
  - Conduct 1 electee interview
  - Attend 5 meetings (3 voting meetings)
  - Service hours TBD
  - 2 social/PD events
  
- What's cool about DA/PA?
  - Bragging rights.
  - Gifts. Remote options include \$30 DA and \$70 PA reimbursements

# CHAPTER TEAM



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## Publicity - Matt

- Send me photos/videos from TBP events!  
(or whatever you want as long as its engineering related)
  - ¼ social hour credit per valid submission (1.5 hrs max)
  - Prizes TBD
  - More details: [tbpmi.ga/W22-PhotoComp](https://tbpmi.ga/W22-PhotoComp)
- Follow our social media **@tbpmig**
  - Instagram
  - T(ikTok)BP
- Questions, comments, or suggestions?
  - [tbp.publicity@umich.edu](mailto:tbp.publicity@umich.edu)
  - Slack @Matthew Kukucka

Don't mind this, just  
filling the whitespace :)



# CHAPTER TEAM

Historian - Arjun



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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](http://tbp.engin.umich.edu) at “Publications” > “The Cornerstone”
- Send me stuff about interesting (or not that interesting) topics for “1 minute reads” (name in progress)!
  - Same idea as old 5 minute talks but in written form

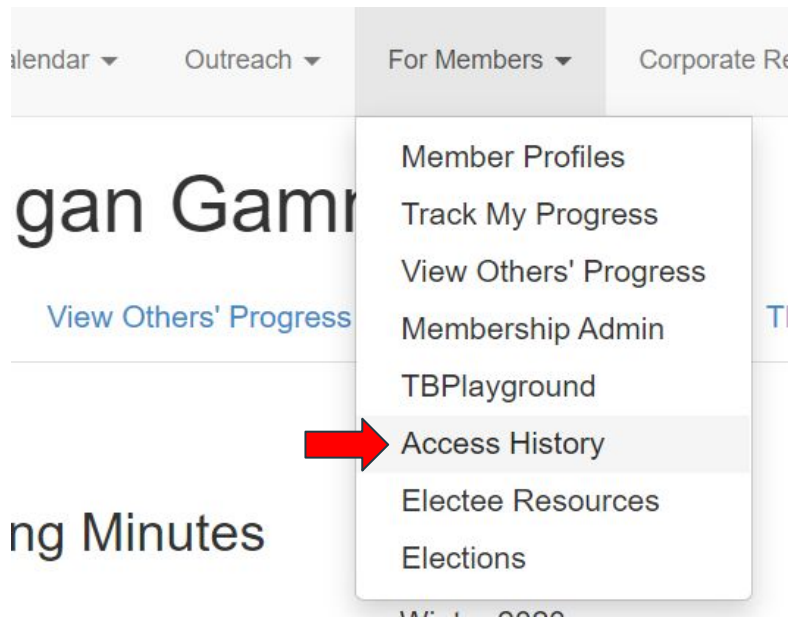
# SLIDES ARE ON THE WEBSITE



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## Virtual First Actives Meeting Agenda:

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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

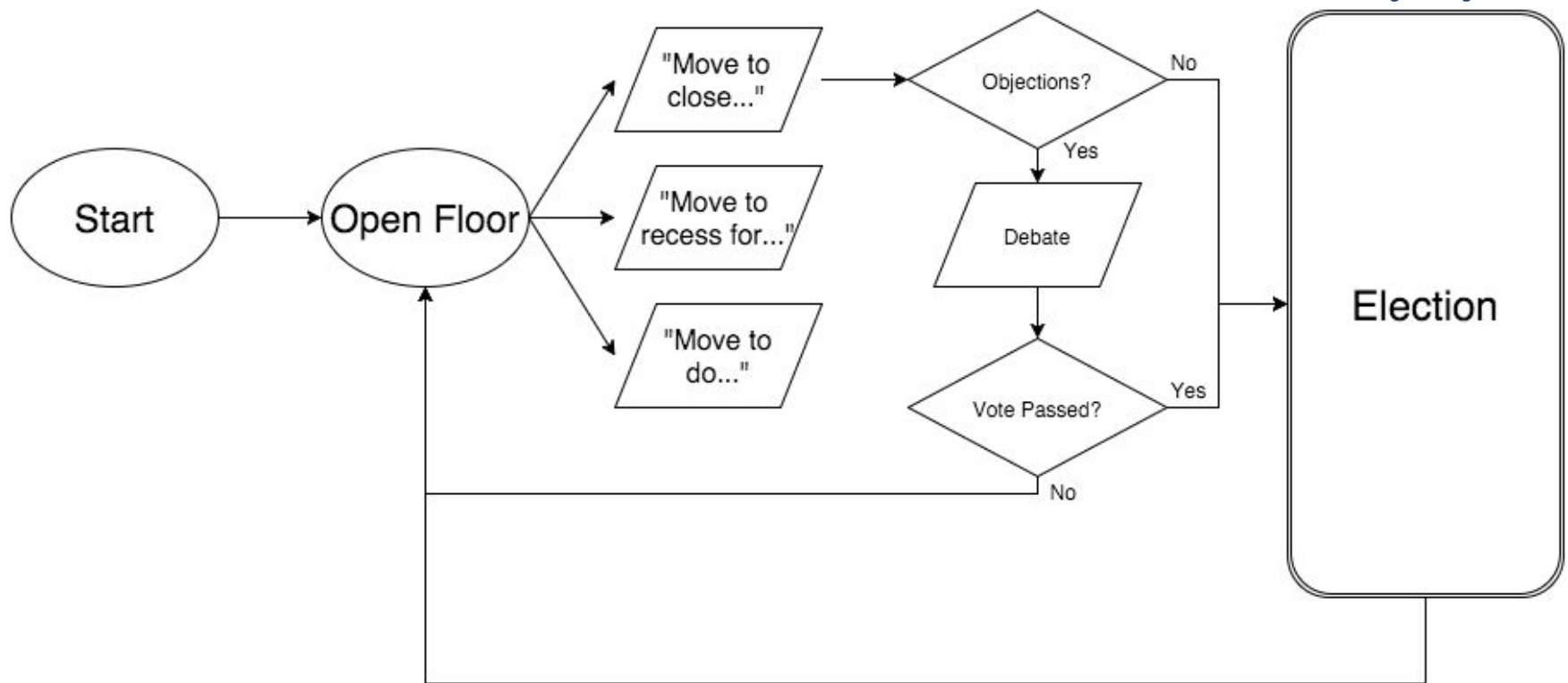
- To win an election:
  - For Professional Development Officer, must receive a plurality of the votes
  - Failure to do so is a vote of no-confidence
- Voice Votes
  - Uncontested elections will be voted on by voice vote (no Zoom Poll unless division is called)

# ELECTIONS

Go with the Flow (general)



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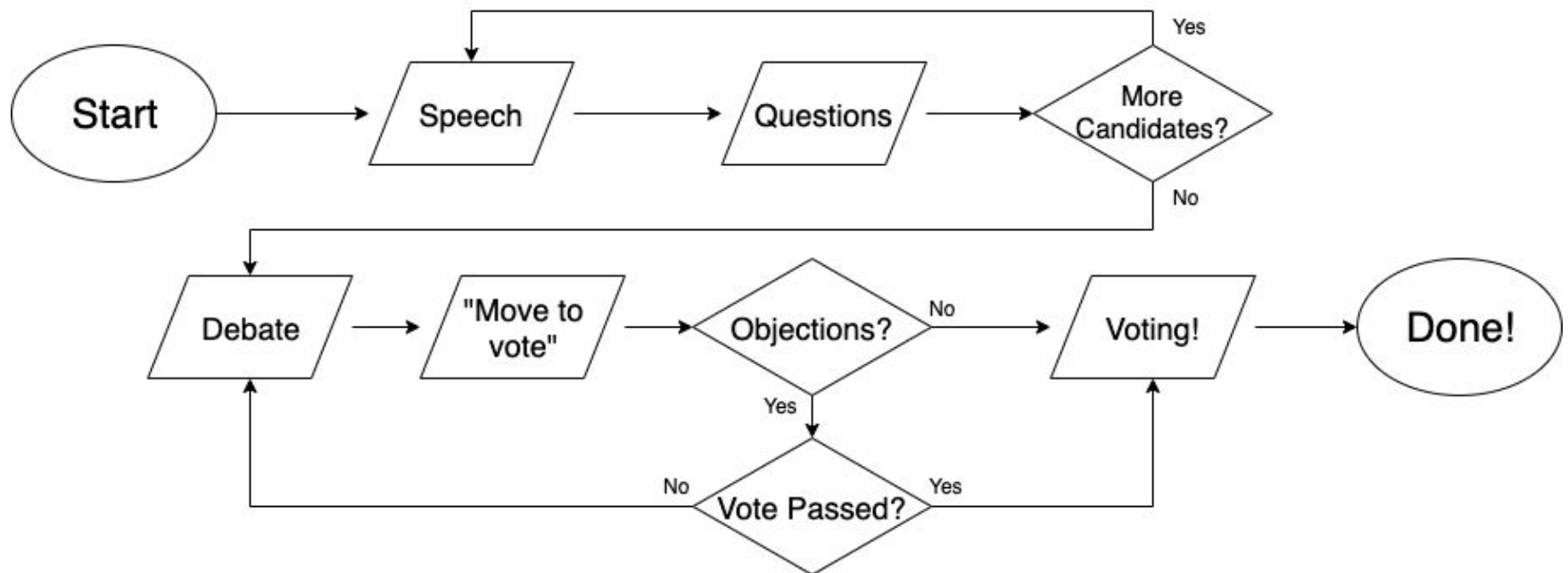


# ELECTIONS

## 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:**

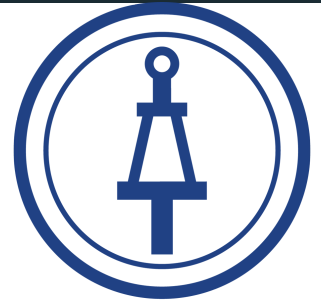
**A: Maize**

**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) - Erik & Hrishi

- 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

Go to:

[tbpmi.ga/signin](http://tbpmi.ga/signin)