

# Tau Beta Pi

The Engineering Honor Society

## Michigan Gamma Chapter Fourth General Meeting

24 October 2023

# MEETING AGENDA

1. Announcements/Reminders
2. Officer Updates
  - Upcoming events/dates
3. Officer Spotlights
4. Electee Team Presentations



# ANNOUNCEMENTS AND REMINDERS

# BANQUET

The Semesterly Banquet is a celebration of the accomplishments of the chapter and its members from across the semester

- Immediately follows Initiation
  - December 9th from 5:30 to 8:30 PM
  - Banquet is "OPTIONAL" but highly recommended
  - Electees are strongly encouraged to attend
- Website event contains the sign-up form
  - DO NOT sign up for the website event
    - Similar to 1-on-1 tutoring website event
  - A refundable deposit is associated with sign-up
- Direct questions to [tbp.banquet@umich.edu](mailto:tbp.banquet@umich.edu) or Kevin Masel on Slack!



# OFFICER UPDATES

# EXECUTIVE TEAM



## Vice President – Karen

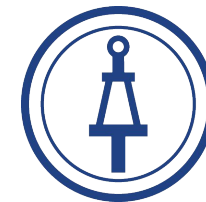
- Sign up for events on the website!!! Half of your hours should be completed (or at least signed up for) by 11/7
  - 8 hours of service, 1 social, and 1 PD
- Turn in electee peer interviews
- Paint the rock with your electee teams for extra points!
- Don't forget about your electee exam (due on 12/5 at 5th Gen)! Come to office hours or ask your team leads for help :)

# EXECUTIVE TEAM

## UG Electee of the Week: Maggie Robbins



- Signed up for 17 hours!
- Project lead for Red Cross Blood Drive service events



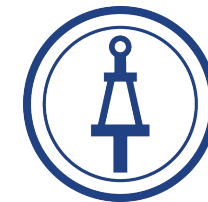
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# EXECUTIVE TEAM

## Grad Electee of the Week: Aditya Vasudevan



- Completed 10.5 hours Service Hours
- Completed 11 hours of Social/PD



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# EXECUTIVE TEAM

## Secretary – Namit

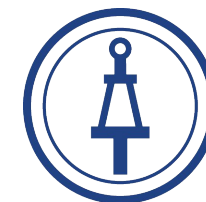
- Undergraduate electees only (for now)!!
- Form reporting electee information to National HQ
- Do-able in 20 seconds or less
- Chapter: MI G (The University of Michigan)
- Chapter PIN: 2303



[tbp.org/catalogcard](http://tbp.org/catalogcard)



You will fill out your catalog cards



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# EXECUTIVE TEAM

Treasurer – Mitra

Electee Dues are due by 5th gen

- \$100- venmo, or paypal to Mitra
- Venmo: @Mitra-Mokhlesi (last 4 cell digits: 9428)
- Paypal: [mitramokh@gmail.com](mailto:mitramokh@gmail.com)
- If these options don't work for you please let Mitra know
- If this poses any issues, please reach out to Mitra, Karen, or Jacob and we will help you out

# EVENTS TEAM

## Service Coordinator – Drew

- (10/28) NAP Stewardship Day - Cedar Bend (3 hours)
- (11/2) UMARCC Blood Drive I ( 1 hour shifts)
- (11/4) NAP Stewardship Day - Black Pond (3 hours)
- (11/6) UMARCC Blood Drive I ( 1 hour shifts)
- (11/18-11/19) MHacks Volunteering (2 hour shifts)
- (11/18-11/19) MHacks Mentorship (flexible)
- (11/19) Cub Scouts Day (max 8 hours)
- (11/21) UMARCC Blood Drive I ( 1 hour shifts)
- ...and many more as we go through November!

Also, be on the lookout for information about the engineering service project program...

# EVENTS TEAM

## Activities – Alex K

- Events
  - Buffalo Wild Wings this Thursday (10/26)
  - Halloween Party with HKN and APX (10/27)
  - The Breakfast Party (10/30)
- Looking for a host for the Purdue Game
  - DM if you are interested!
- Be on the lookout for November events

# EVENTS TEAM

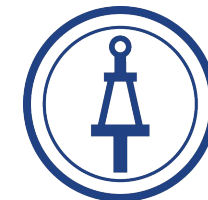
## Professional Development – Andrew

### Upcoming Events:

- Financial Planning Workshop (11/9) (Virtual)
- Marine Hydrodynamics Lab Tour (11/13)
- Grad School Panel (TBA)
- Professional Headshots (TBA)

### Featured: Johns Hopkins APL Info Session (11/15)

- Hosted by Julia Choppin, one of our actives!
- Learn about summer 2024 internship program



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# CHAPTER TEAM

## Chapter Development - Advika

- New Initiatives II: Financial Policy on 10/31
- *Sign up for Engineering Day for Detroit on 11/5!*
- Financial Planning Workshop on 11/9
- Connect with people of the same major via new slack channels

# CHAPTER TEAM

## Membership – Alex L

- Submit designs for this semester's t-shirts!
  - All electees receive a shirt after initiation
  - 0.5 service hour per submission
  - DEADLINE: November 3 (Fri)



[tbpmig.org/tshirt-design-f23](http://tbpmig.org/tshirt-design-f23)



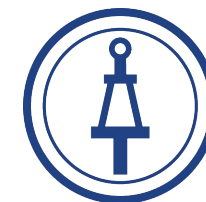
# CHAPTER TEAM

Publicity – Hunter

Submit to TBPhotocomp! [tbpmig.org/photocomp](https://tbpmig.org/photocomp)



Yunseok has the most submissions



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# CHAPTER TEAM

## Historian – Tony

- Looking for actors for First General Video
  - Will be shown at future 1st Gen meetings
  - Please sign up on the website
  - Communications will be sent out soon on Slack
    - Filming date, time, and location will be released (late November)
  - 2+ service hours
- TBPodcast #3 posted on Youtube ([tbpmig.org/podcast](http://tbpmig.org/podcast))
  - DEI Chat with Dr. Laura Hirshfield
  - Team dynamics, student culture, student satisfaction with major
  - Would highly recommend everyone listen to this one! It's exceedingly interesting and eye-opening.

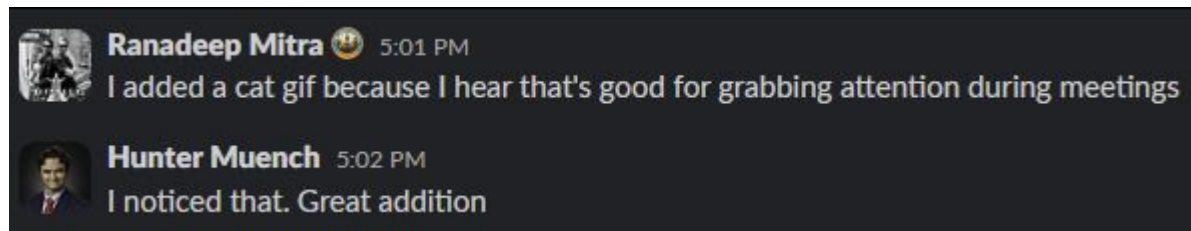
# CHAPTER TEAM



*Pictured: an electee Tau Bate attempts to sign into a general meeting as soon as Ansh reveals the sign in code. Colorized.*

## Website – Ranadeep

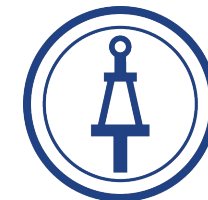
- Are you...
  - unhappy with the current website?
  - interested in starting an open source project?
  - knowledgeable in web development or networking?
- If you answered yes to any of the above, you may be interested in working on the TBPowertools project.
  - We want to build new web tooling to cover gaps in the website and overhaul functionality.
  - [Tentative] Project will be open source -- a great opportunity to brag in interviews
  - Earn extra service hours!
  - Fix the website!
- Join [#committee-website](#) or reach out to [Ranadeep](#) on slack



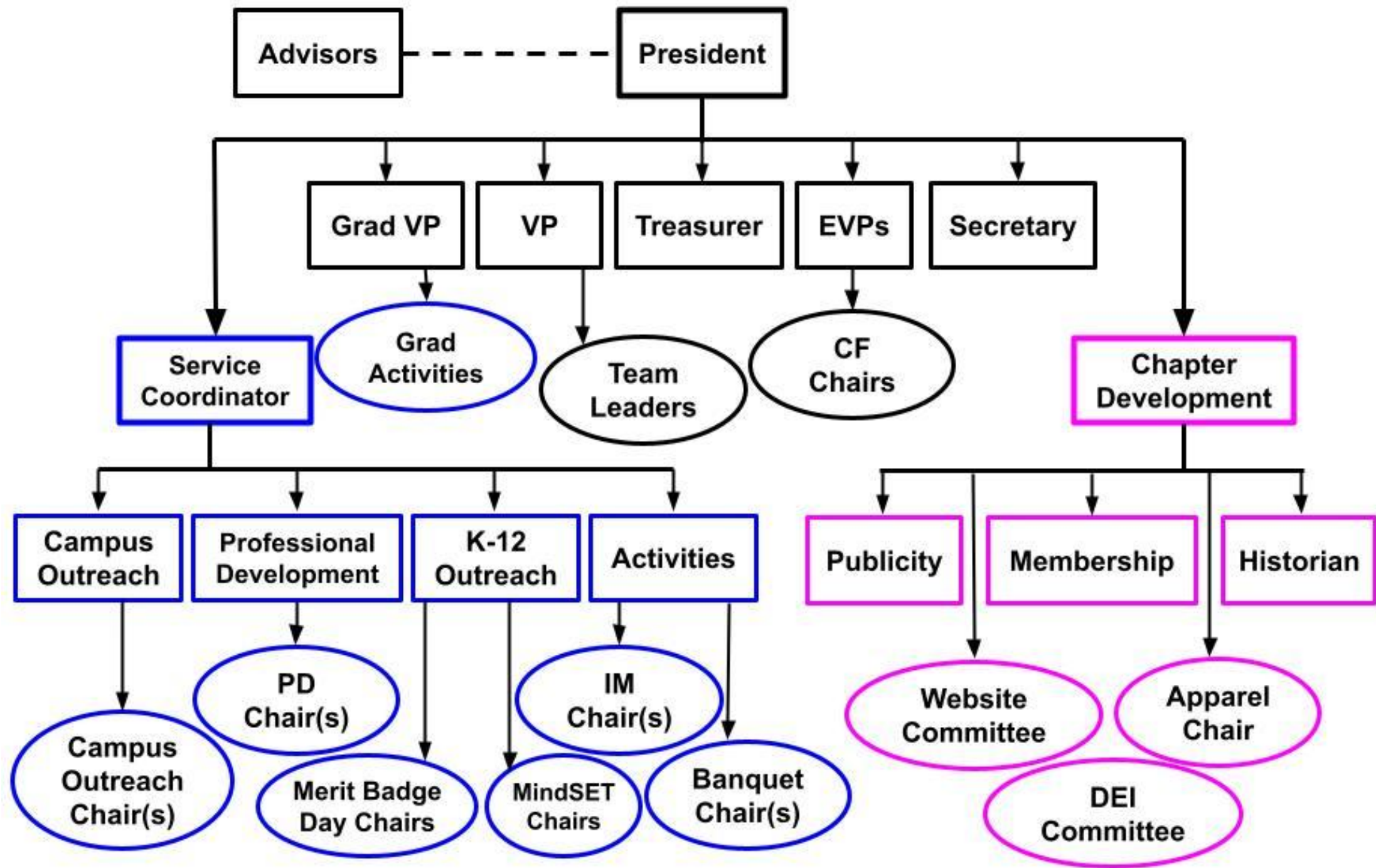
# OFFICER SPOTLIGHT

# OFFICER CORPS STRUCTURE

- Team Structure
  - Executive
  - Events
  - Chapter
- Each team has a team lead, they assist and directly oversee the officers in their team
- Lots of officers, lots of support in the role
- Chair positions:
  - Career Fair, Professional Development, Campus Outreach, Website, Banquet, DEI and more!
- 



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# OFFICER CORPS STRUCTURE

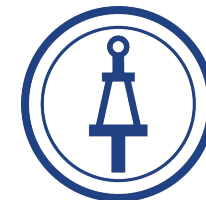
Run for any position!

- Grads can run for any position
- Undergrads can run for any position
- This semester's officer corps is a collection of grads and undergrads!



~~"ANYONE CAN COOK!"~~

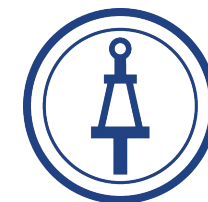
BE AN OFFICER!



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# HOW TO RUN FOR AN OFFICER POSITION

- Elections are on Tuesday, November 28th
- You can nominate yourself or accept a nomination from someone else
  - Can be done via the website or at the Elections meeting
  - Nominations will open in a few weeks!
- At elections, nominees will give a short speech and Q&A
  - President, VP, GVP: 3 min speech, 2 min Q&A
  - Service Coord, Chapter Dev: 2 min speech, 1.5 min Q&A
  - All others: 1.5 min speech, 1 min Q&A
- Nominees leave the room for discussion and vote
- K-12 Officers and EVPs require an application



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# EXECUTIVE TEAM

## President

1 semester position + restriction on incumbent eligibility

### Responsibilities:

- CEO & COO of Tau Beta Pi - Michigan Gamma
- Planning, scheduling, and running chapter, officer, and Adv. Board meetings
- Overseeing Executive team and rest of officer corps
- Ensure all officers have the resources to be successful
- Long-term changes & planning for the chapter
- President + Treasurer oversee financial health of chapter
- Mailout printed invitations and emails to eligible candidates
- Liaison with faculty advisor + University
- Voting delegate to Convention, planning for MI-G convention delegation (fall semester only)



### Skills:

- *(strongly recommended)* Prior experience in at least 1 officer position
- Excellent communication + planning

Best Part: Working with the officer corps to ensure a great semester and improve the chapter





# EXECUTIVE TEAM

## Vice President

1 semester position

Biggest Responsibility:  
Undergraduate Electees

- Update/create electee resources + set requirements
- Run character interviews with the Grad VP
- Organize the teams and help out team leads
- Check on all electees' progress throughout semester
- Run the electee games and get to know a whole lot of people



Additional Responsibilities: Voting member of the advisory board

Skills:

- Time management
- Enjoy talking to people (you will have many a conversation :D)

Best Part: Getting to know all of the electees and working with other actives and officers to make gen meetings fun!



# EXECUTIVE TEAM

## Graduate Vice President

1 semester position

### Biggest Responsibility: Graduate Electees

- Update/create electee resources + set requirements
- Run character interviews with the VP
- Organize the teams and help out team leads
- Check on all electees' progress throughout semester
- Oversee and administer graduate activities (with GSACs & Project Leads)



### Additional Responsibilities:

- Member of Executive Committee + attend officer meetings
- Non-voting member of Advisory Board + attend AB meetings

### Skills:

- Time management
- Time commitment is 4-6 hours per week (average, front-loaded)

Best Part: Getting to meet and work with all the new electees!



# EXECUTIVE TEAM

## Treasurer

Full Year Position (Jan - Dec)

### Responsibilities:

Oversee all of the Chapter's finances

- Prepare each semester's budget
- Work with all officers to manage finances
- Submit reimbursements to SOAS
- File chapter's taxes at the end of your term
- Non-voting member of advisory board + attend AB meetings

### Skills:

- Basic understanding of managing finances is preferred
- Time Management + communication

Best Part: get a really good understanding of the whole chapter's operations because you have to coordinate with every officer on all events



**Up for  
election!**



# EXECUTIVE TEAM

## External Vice Presidents

Full Year Position (Jan - Dec)  
not elected, application-based

Winter Responsibilities:

Organize Honors Brunch and plan for Career Fair

Summer and Fall Responsibilities:

Career Fair

- Work with SWE, ECRC, and OSA
- Oversee the event responsible for most of the chapter's income

Other responsibilities: Order of the Engineer

Skills:

- Facilitation and Delegation
- Understanding the bigger picture
- Time Management + Communication

Best Part: Seeing hard work come to fruition and providing mentorship to future leaders



Application  
Open!



[tbpmig.org/evp-app](https://tbpmig.org/evp-app)



# EVENTS TEAM

## Service Coordinator

1 semester position

### Responsibilities:

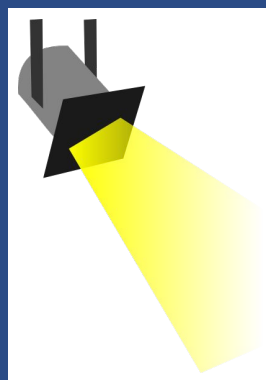
Oversee Chapter's Service Events and Lead the Events Team

- Recruit project leads and work with them to put on events
- Plan new events and help new project ideas come to life
- Work with the whole team and offer any guidance / assistance needed (during Events Team Meetings or Events Team Group Office Hours)



Skills Required: Be a good recruiter, be able to work well with others, absolutely love service

Best Part: Seeing others enjoy and get more involved with serving their community!



# EVENTS TEAM

## K-12 Outreach Officer

Full Year Position (Jan - Dec)  
not elected, application-based



### Responsibilities:

- Expose our youth to ~joys~ of STEM and put your passion on display to be an inspiration to the next generation of engineers!

### Skills Required:

- Excellent communication skills
- Passionate about working with children

Best Part: Grow your ability to plan and organize events; serve local community by providing children hands-on engineering learning experience and mentorship.



# EVENTS TEAM

## Activities Officer

1 Semester position

### Responsibilities:

- Plan fun social events
  - Lots of freedom to run whatever events you want
  - Examples
    - Boba Socials, Cantina Night, Ice Skating, BWW
- Banquet Committee
  - Oversee organization/execution of Banquet

### Skills Required:

- Creativity
- Coordination
- Communication

Best Part: Lots of creative freedom and learning how to run large-scale events





# EVENTS TEAM

## Professional Development Officer

Full Year Position (Jan - Dec)



### Responsibilities:

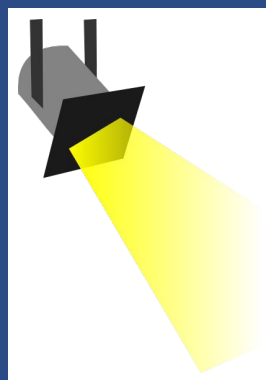
- Corporate information sessions
  - Communicate with company representatives and organize events
- Miscellaneous PD events and workshops
  - Engineering Futures workshops, resume workshops, topic presentations, etc.
- Oversee PD Chairs and delegate tasks

### Skills Required:

- Organization, persistence, good time management, professionalism
- Fast response to emails

Best Part: Grow/develop excellent event management, recruiting and communication skills!





# EVENTS TEAM

## Campus Outreach Officer

1 Semester position



### Responsibilities:

Expanding and improving our presence on campus

- Tutoring
- Breakfast Parties
- Pi day events
- Collaboration with other orgs on campus
- Any other activities/events that you think would help meet this goal!

### Skills Required:

- Organization, good time management, professionalism
- Willing to collaborate with other officers/organizations/etc

Best Part: Hearing others share how TBP has positively impacted their time at U-M



# CHAPTER TEAM

## Chapter Development Officer

1 Semester position

### Responsibilities:

- Plan and run the New Initiatives meetings
- Lead the Chapter Team
- Work to improve the chapter and implement new ideas

### Skills Required:

- Familiar with the chapter
- Initiative to implement changes + delegate action items
- Ideas for improvements!

Best Part: Seeing people's ideas come to life!





# CHAPTER TEAM

## Membership Officer

1 Semester position

### Responsibilities:

- Be responsible for meetings and catering
- Manage email lists for all of TBP
- Track DA/PA status for all members
- TBPals & other projects to increase active engagement

### Skills Required:

- Coordinating with others / communication
- Coming up with and putting new ideas in motion

Best Part: You choose what we eat for the semester + lots of opportunities to work with actives!





# CHAPTER TEAM

## Publicity Officer

1 Semester position

### Responsibilities:

- Sending weekly emails
- Managing Social Media
- Organizing Semester Photo Competition
- Advertising TBP public events

### Skills Required:

- Familiarity with social media
- Good communication

Best Part: Photocomp submissions and working with all the officers





# CHAPTER TEAM

## Historian

1 Semester position

### Responsibilities:

- Create Cornerstones for General and Active Meetings
- Send out an Alumni Newsletter
- Take/collect pictures of TBP events

### Skills Required:

- Editing
- Designing Layouts
- Creativity

Best Part: Creative potential for any and all publications you want to put out there



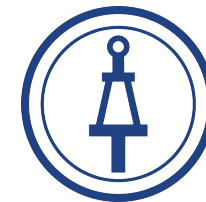


POWERPOINT TIME!

[tbpmig.org/ppts](http://tbpmig.org/ppts)

Sign in code

TBPowerpoints



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