

Tau Beta Pi

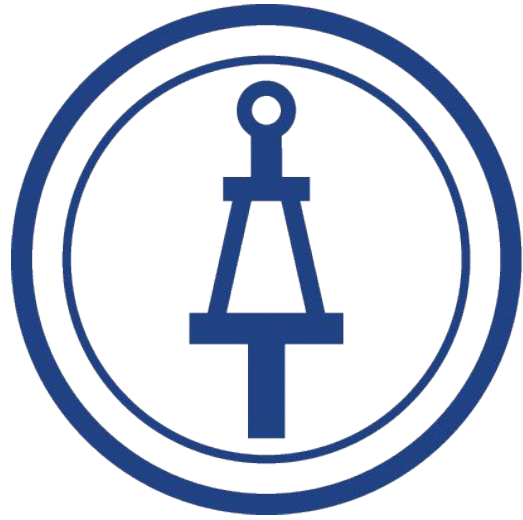
The Engineering Honor Society

Michigan Gamma Chapter

Fourth General Meeting

TAKE ONE BURRITO

CHIPS AND DIPS ARE WITH YOUR TEAM LEADS



Tau Beta Pi

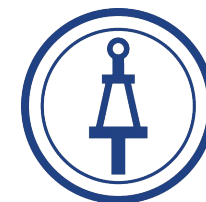
The Engineering Honor Society

Michigan Gamma Chapter
Fourth General Meeting

12th November 2024

MEETING AGENDA

1. Chapter Announcements
2. Officer Updates
 - Upcoming events/dates
 - Reminders & Announcements
 - Electee Spotlights
3. Powerpoint Party



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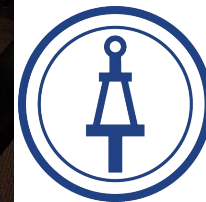
**ANNOUNCEMENTS
AND REMINDERS**

BANQUET

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

- Immediately after Initiation
 - December 7th from 5:00 to 9:00 PM
 - Banquet is highly recommended
 - Electees are strongly encouraged to attend
- Website event contains the sign-up form
 - DO NOT sign up for the website event (you can't)
 - A refundable deposit is associated with sign-up
 - Also at tbpmig.org/banquet
- Direct questions to tbp.banquet@umich.edu or Hunter Muench on Slack!





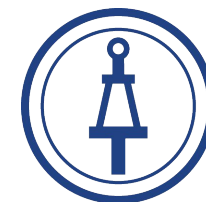
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OFFICER UPDATES

EXECUTIVE TEAM

Vice President – Karen

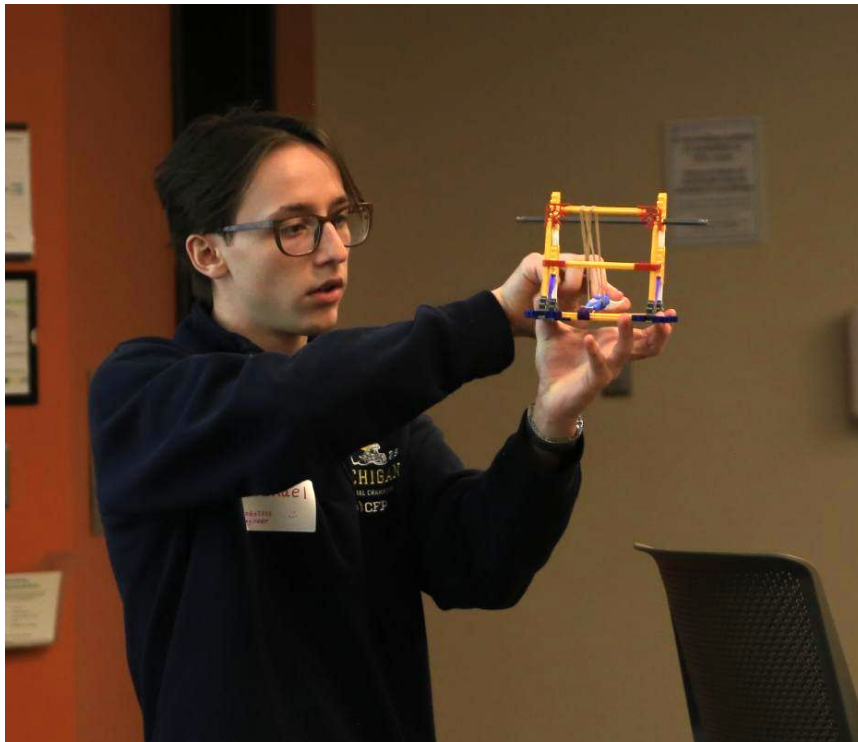
- Sign up for Initiation
 - tbpmig.org/initiation
- Sign up for events on the website!!!
 - Check your progress and let me know if anything looks off
- Turn in electee peer interviews and electee exam (due on 4/16 at 5th Gen)! Come to office hours or ask your team leads for help :)
- See Alyssa if you did not sign up for TBPals!



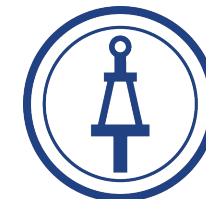
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EXECUTIVE TEAM

UG Electee of the Week: Michael Capitani



- Signed up for 50+ hours!!
- Has attended/signed up for every category of K-12 event
- CSD module lead!



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EXECUTIVE TEAM

Grad Vice President – Abdur-Raheem Al-Hallak

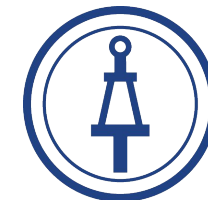
- Fill out catalog cards!! Hunter is hawt ^w^
 - See emails from Jen and myself
- Sign up for more events on the website!
 - *Most* of you are signed up for enough hours to elect; let's get that to *all*
 - Look out for an hours update this week

EXECUTIVE TEAM

Grad Electee of the Week: Manikandan Pandiyan!



- **20.5** total hours!
- Completed **15** service hours!
 - Signed up for **30**
- Completed **5.5** Social/PD credits!



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EXECUTIVE TEAM

Treasurer – Alex

Electee Dues (\$100) are due by 5th Gen.

We'll be using Nationals' Shopify website to collect dues!

(Use the same name as your Catalog Card.)

Submit receipt at

tbpmig.org/dues-submission

If the dues pose any financial issues, please reach out to me and Karen/AR or use

tbpmig.org/due-waiver.

Initiation Fees (LA Alpha - ND Beta)

\$100.00

Chapter

Michigan Gamma

Full Name of Initiate

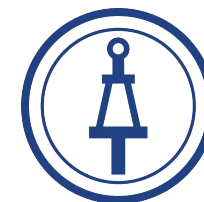
Enter Member Name for Verification Check

Quantity

1

ADD TO CART

tbpmig.org/electee-dues



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EXECUTIVE TEAM

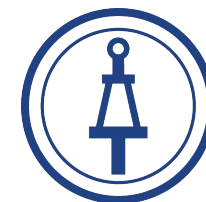
External Vice Presidents – Vance & Ibrahim

Order of the Engineer Ceremony

The Order of the Engineer is an organization that seeks to promote professionalism and ethics among engineers.



- W24, F24 grads eligible
- Initiation ceremony: Dec. 11, 10am–1:30pm, Palmer Commons
- If graduating: tbpmig.org/ooe
- If volunteering: [event signup on website](#)

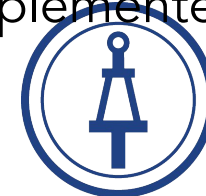


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EVENTS TEAM

Service Coordinator – Karis

- NAP Stewardship Workday - Argo Nature Area (11/16)
 - 9AM-12PM, Off Campus
- [NEST] Resource Insecurity Meeting II (11/16)
 - 6-7 PM, Zoom
- [NEST] Waste Management Meeting V (11/16)
 - 7-8 PM, Zoom
- MindSET3 (11/17)
 - 2-5PM in 1200 EECS (2 spots left!)
- NROTC Group Tutoring (11/19)
 - 3-7 PM, 1 hour shifts in CHEM 1018
- Knitwits IV (11/20)
 - 6-8 PM, 133 CHRYS
- If you have an idea for a service event you would like to see implemented, Slack Karis!

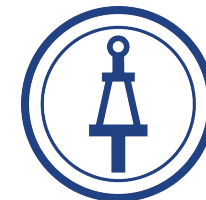


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EVENTS TEAM

Activities – Paco

- November Game Night I
 - Thursday 11/14 from 7 - 9pm
- November Game Night II
 - Monday 11/18 from 6 - 8pm
- BDubs 2
 - Thursday 11/21 from 6 - 8pm
 - Free Wings!
- Cantina 2
 - Friday 11/22 from 6 - 8pm
 - Opening sign ups now
- TailgateBPV - Northwestern
 - Saturday 11/23 from 12:30pm - 2pm

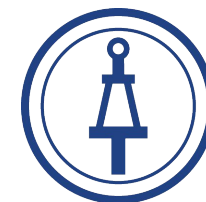


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EVENTS TEAM

K12 – Evelyn and Dylan

- Mindset 3
 - 11/17 2pm–5pm
- Engineering Day
 - 11/24 9am-5pm



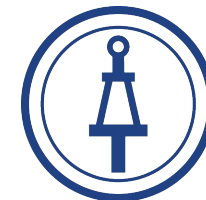
EVENTS TEAM

Professional Development – Maggie

Upcoming Events:

- ECRC Interview + Networking Workshop - 11/13 (TOMORROW)
5-6 PM, GFL 107 (in Wilson Center)
- Headshots - 11/17 (Sunday)
12-2:30 PM (5 minute slots), Jeff T. Blau Hall (next to Ross)
- Graduate Student Research Presentations - 12/2 (Monday)
6-8 PM, Location TBD
 - Grad Students who want to present: sign up for 20 minute slot on spreadsheet attached to event!
 - ~10-15 minutes for presentation, ~5-10 minutes for questions

All event are posted on website w/ sign-ups in the description!

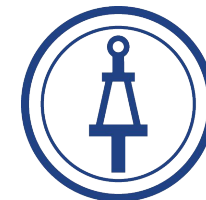


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CHAPTER TEAM

Chapter Development - Aiden

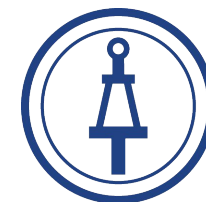
- Thank you for attending NI-3!
- Leadership Panel tomorrow **Wednesday @ EECS 1303 6:30-7:30pm**
 - 1 service hour
 - Food will be provided
 - Zoom option available



CHAPTER TEAM

Membership – Alyssa

- TBPals Groups have been sent out
 - All group meetings scheduled or completed
 - If you were unable to attend, please send me a DM on Slack or an email!
- If you were an Active leading a TBPals group, please fill out the completion form so I can give everyone credit!

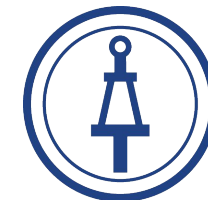


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CHAPTER TEAM

Publicity – Grace

- Photo Competition
 - tbpmig.org/photocomp
 - Take photos during tonight's meeting/tbpals/tailgates!(please i'm begging)
 - If you have photos from K-12 events, please slack them to me :)
- Follow Our Social Media!
 - TBP LinkedIn Page:
 - <https://www.linkedin.com/company/tbp-mi-g/>
 - Instagram&Tiktok: @tbpmig
 - Org spotlight @umich.cseuao soon!!



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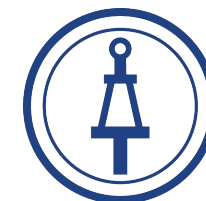
CHAPTER TEAM

Historian – Arthur

- Do you want to have your puzzle, story, or pictures included in the Cornerstone?
 - tbpmig.org/cornerstonecontribution
- If you haven't filled it out already:
 - tbpmig.org/digitalcornerstone



→
Digital Cornerstone
Feedback Form



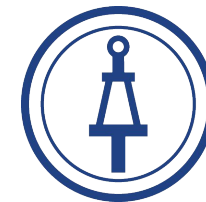
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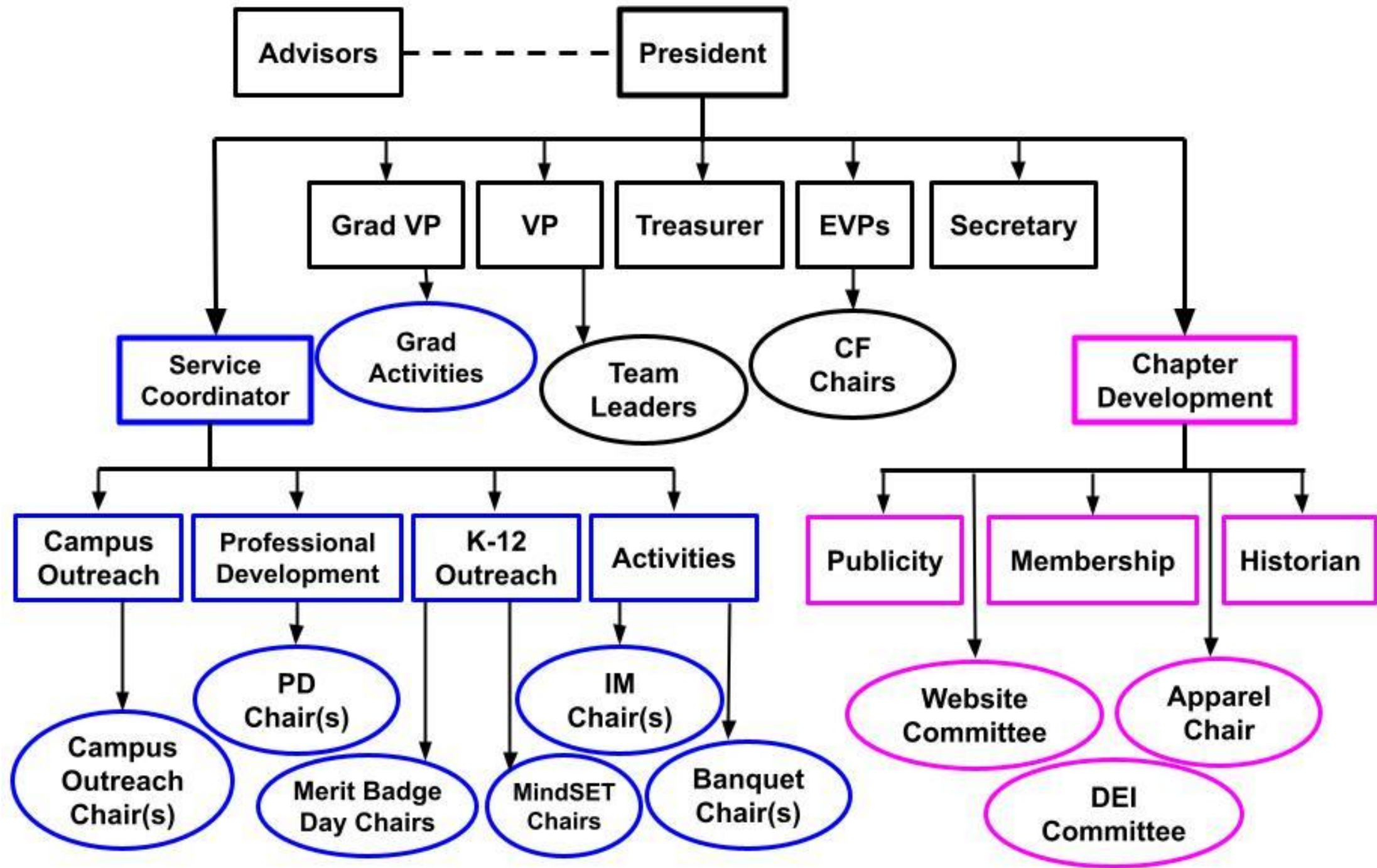
OFFICER
SPOTLIGHTS

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

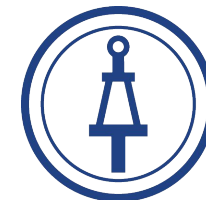
Run for any position!

- Grads can run for any position
- Undergrads can run for any position
- This semester's officer corps is a collection of grads and undergrads!
 - This semester has 14 undergrad students and 3 grad students



~~"ANYONE CAN COOK!"~~

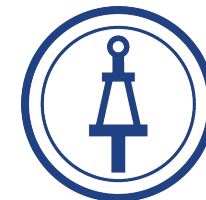
BE AN OFFICER!



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HOW TO RUN FOR AN OFFICER POSITION

- Elections are on Tuesday, November 19th
- You can nominate yourself or accept a nomination from someone else
 - Can be done via the website or at the Elections meeting
 - Nominations open tomorrow!
 - For Members -> Elections
- 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
- Resilience and willingness to tackle issues as they arise

Best Part: Working with so many wonderful people in the officer corps to ensure a great semester and ensuring the chapter is stable for semesters to come



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! Lots of leadership development opportunities, including attending TBP National Convention and District 7 Regional Conference.





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 team(s) and help out team leads
- Check on all electees' progress throughout
- Oversee and administer graduate activities (with GSACs & Project Leads)

Additional Responsibilities:

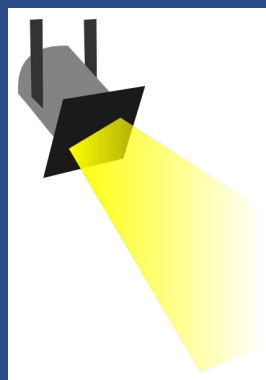
- Member of Executive Committee + attend officer meetings
- Non-voting member of Advisory Board + attend AB meetings

Skills:

- Time management

Time commitment: 4–6 hours per week, often fewer

Best Part: Being the president's favorite, working with grads, fun at general meetings



EXECUTIVE TEAM

External Vice Presidents

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



Organize Leaders & Honors Brunch

- Manage committees for College-wide awards

Career Fair

- Work with SWE, ECRC, and OSA
- Oversee the largest event in the chapter

Order of the Engineer Ceremony

- Run the induction ceremony each semester

Skills:

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

Best Part: Having a large impact on the College across multiple events

Apply at: tbpmig.org/evp2025



EXECUTIVE TEAM

Secretary

Full Year Position (Sep - May)

Act as the bridge between the chapter and the national organization

- Keeping track of who is electing and ensuring they are recognized by nationals
- Finding points of organizational improvement for the chapter
- Acts as a voting member of the advisory board

Responsible for taking minutes at meetings and take point on booking rooms

- Take notes during Advisory Board, Officer, and Actives Meetings
- Make meeting minutes available to the active membership on the website
- Book rooms for all on-campus events and meetings

Skills Required:

- Detail oriented
- Self-directed

Best Part: The opportunity to interact and support a wide variety of roles in the chapter





EXECUTIVE TEAM

Treasurer

Full Year Position (Jan - Dec)

Responsibilities:

Oversee all of the Chapter's finances

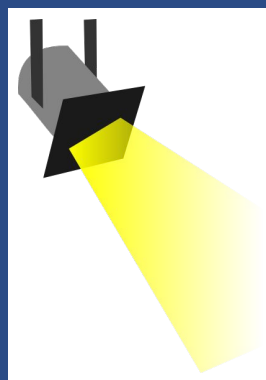
- Prepare each semester's budget and present to the AB
- Work with all officers to manage finances
- Submit reimbursements to SOAS
- File chapter's taxes at the end of your term
- Non-voting member of advisory board + attend AB meetings

Skills:

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

Best Part: Getting a keen awareness of our chapter's operations and financial standing, learning to manage numerous tasks and responsibilities, and working with pretty much everyone in the chapter!





EVENTS TEAM

Service Coordinator

1 semester position

Responsibilities:

Oversee Chapter's Service Events and Lead the Events Team

- Organize and manage volunteers for multiple events per week
- Create and discover diverse service opportunities
- Recruit project leads to help put on events
- Support and regularly meet with Events Team officers
- Create SERVE and NEST projects and manage leads/mentors
- Advertise upcoming events every week

Skills Required:

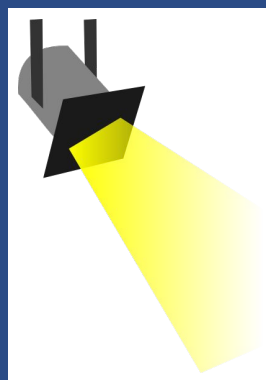
- Absolutely *love* community service and attending our events
- Be a good recruiter and work well with others
- Excellent communication, proactiveness, and imagination

Time Commitment:

- 4-14 hours per week (dependent on timing, planning, and personal event attendance)

Best Part: Seeing others try new things and become 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!
- Coordinate event planning amongst a variety of different K-12 events with their own project leaders/chairs
- Coordinate the K-12 Outreach Committee to oversee all the K-12 events

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.

A graphic of a spotlight with a grey base and a yellow beam of light pointing downwards.

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, parties
- 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:

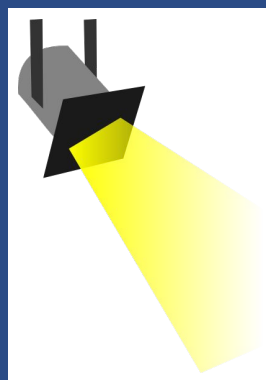
- Corporate information sessions
 - Communicate with company representatives and organize events
- Miscellaneous PD events and workshops
 - Engineering Futures workshops, resume workshops, graduate school panels, DEI speakers, etc.
- Oversee PD Chairs + Committee and delegate tasks

Skills Required:

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

Best Part:

- Grow/develop excellent event management, recruiting, and communication skills
- Help Tau Bates find professional opportunities!



EVENTS TEAM

Campus Outreach Officer

1 Semester position

Responsibilities: Expanding and improving our presence on campus

- Managing the 1-on-1 tutoring system
- Breakfast Parties
- Conducting outreach to first-year students
- Pi Day events
- Collaboration with other orgs on campus
- Collaboration with other TBP chapters
- Any other activities/events that you think would help meet this goal!

Skills Required:

- Organization, proactivity, good time management, professionalism
- Communication and collaboration other officers/organizations/etc.
- (Some) graphic design skills for producing promotional material

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
- Oversee the operations of the DEI Committee

Skills Required:

- Initiative to implement changes
- Planning & prioritizing effectively to carry out ideas
- Delegate action items
- open communication with rest of officers
- Ideas for improvements

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





CHAPTER TEAM

Membership Officer

1 Semester position

Responsibilities:

- Responsible for meetings logistics 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 - potentially continuing day in a life video
- Organizing Semester Photo Competition
- Advertising TBP public events

Skills Required:

- Familiarity with social media
- Good communication
- Creativity

Best Part: managing social media and writing fun email sign offs :)





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/powerpoints

PIE THE PRESIDENT!

Sign in code

TBPowerpoint



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