

Michigan Gamma Chapter

Fourth General Meeting

19th March 2024

MEETING AGENDA

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



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
 - April 20th 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
 - A refundable deposit is associated with sign-up
- Direct questions to <u>tbp.banquet@umich.edu</u> or Advika Jhingran on Slack!



Hey Kid didya sign

up for banquet yet

Tau The Engineerin



DEI Committee

- Anonymous reporting form in progress!
- If you have any DEI-related questions, comments, and concerns, please bring them to our attention!
 - Monthly DEI committee meetings
 - Point of contact: Maggie Robbins (maggiemr@umich.edu)
- No concerns are too small, feel free to reach out at any time!



WHY YOU SHOULD BE A CAREER FAIR CHAIR

Overview

Plan and run the chapter's largest event!

Position:

- April–September 2024
- Member of a committee (TBP + SWE)
- Light to moderate summer workload (varies by committee, all remote)
- Early September: in-person setup, staffing, and teardown



tbpmig.org/cf24chair



Service to CoE and the Chapter

- Help students find jobs!
 - One of the largest student-run career fairs in the US
- Career Fair brings in the majority of chapter revenue each year
- CF23 had 280+ companies
- Impact thousands of students





Path to Future Leadership

President Kevin Masel

tbp.president@umich.edu



Service Coordinator Drew Boughton

tbp.service@umich.edu



Vice President Karen Jin

tbp.vicepresident@umich.edu



K-12 Outreach Officer **Jacob Miller**

tbp.k12outreach@umich.edu



Treasurer

Alex Li

tbp.treasurer@umich.edu



Chapter Development Officer

Advika Jhingran

tbp.chapterdevelopment@umich.edu



External Vice President

Vance Kreider

tbp.externalvicepresident@umich.edu



Membership Officer Mitra Mokhlesi

tbp.membership@umich.edu



External Vice President

Ibrahim Musaddegur Rahman



Campus Outreach Officer Hunter Muench

tbp.campusoutreach@umich.edu



Personal Benefits

- Every single CF23 Chair earned Prestigious Active Status
 - 2 DA/PA gifts!
 - Three weeks into the semester!
- Resume automatically submitted to every company
- Get to know interesting people from TBP and SWE—you WILL make friends
- Hard work, but one of the most rewarding opportunities in TBP





Apply!



tbpmig.org/cf24chair Applications Due 3/31



OFFICER UPDATES

Vice President – Karen

- Sign up for events on the website!!! Half of your hours should completed (or at least signed up for) by 3/26
 - 8 hours of service, 1 social, and 1 PD
 - Check your progress and let me know if anything looks off
- Sign up for Initiation!!!
 - tbpmig.org/initiation
- Turn in electee peer interviews
- See Mitra if you did not sign up for TBPals!
- Paint the rock with your electee teams for extra points!
- Don't forget about your electee exam (due on 4/16 at 5th Gen)! Come to office hours or ask your team leads for help:)

Tau Beta Pi

The Engineering Honor Society

UG Electee of the Week: Katherine Shih



- Completed all electing requirements, including 21.75 service hours and 4 social/PD credits
- On the way to DA status!





Grad Vice President – Aditya

- Sign up for events on the website! Half of your hours should completed (or at least signed up for) by 3/26
 - 5 hours of service, 1 social/PD
- Expect an email from me about this soon.
- Grad Game Night
 - Tomorrow, 7:00 pm to 8:00 pm, Bullpen



Grad Electee of the Week: Siddhant Singh!



- Completed 14 Service Hours!
- Completed 4 Social/PD credits!



Secretary – Namit

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



You will fill out your catalog cards



tbp.org/catalogcard

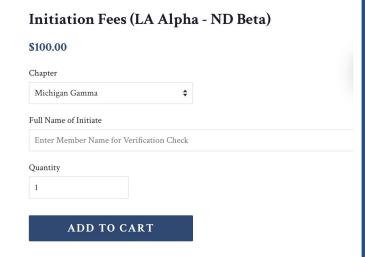


Treasurer – Alex

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.)

If the dues pose any financial issues, please reach out to me, Karen, or Aditya and we will help you out.



tbpmig.org/electee-dues



External Vice Presidents – Vance & Ibrahim

Volunteer at Leaders & Honors Brunch!

- Awards Ceremony for the College of Engineering
- Run by OSA, supported by TBP
- Formal Event, Dean and high ranking faculty in attendance
- Many Tau Bates will be recognized

This Sunday, 3/24, 7:45am NCRC, Sign Up!



Service Coordinator – Drew

- NAP Stewardship Workday Bandeemer (3/22, 3 hours)
- **NEST Meeting III** (3/23, 1 hour, Zoom)
- SERVE: K-12 Meeting II (3/23, 1 hour, Zoom)
- **Knitwits III** (3/28, 1 hour, food)
- Day in a Life Video (March) (Due 3/31, 1 to 2 hours)
- New Initiatives III (4/2, 1 hour, food)
- **K-12 Content Development** (4/2, 1 hour)
- Undergraduate Research Symposium General (4/5, 1 hour shifts)
- Undergraduate Research Symposium Judging (4/5, 1 hour shifts)
- **UMARCC Blood Drive** (4/12, 1 hour shifts)
- NAP Stewardship Workday Riverwood (4/14, 3 hours)
- The Breakfast Parties (3/27, 4/10, 1 hour shifts)
- **NROTC Tutoring** (3/18, 3/20, 3/25, 3/27, 4/1, 4/3, 4/8, 4/10)



Service Coordinator – Drew

- The <u>NEST and SERVE Asynchronous Task Form</u> is live!
 - Earn service hours on your own time by completing engineering tasks from the form, including idea generation, literature review, and design.
- Steps to properly count hours:
 - 1. Reserve a submission slot by checking a box for the task.
 - 2. Record the number of reserved hours in the respective shift on the website.
 - 3. Submit your work to the task submission form by the due date to earn your hours.



Activities – Paco

- BDubs 2
 - Thursday 3/21 from 5 7pm
 - Come get free food and meet actives/other electees in a casual setting!
- Cantina 2!!!!
 - Friday 3/22 from 6 8pm
 - Opening sign ups right now
- Game Night
 - Friday 3/29 from 4 6pm
- DEI Potluck
 - Saturday 3/30 from 6 8pm
- Slack me @Paco Haas if you'd like to lead a social (some in the works (Boba Social, Poker/Euchre/other Tournaments, etc) or anything you'd like)

 Tau Beta Pi

The Engineering Honor Society

K12 – Jacob and Dylan

- Merit Badge Day 1
 - 3/30 9am–5pm
- Mindset 3
 - 4/7 2pm–5pm
- Merit Badge Day 2
 - 4/13 9am–5pm



Professional Development – Maggie

Upcoming Events:

- Sequence Inc Info Session W 3/20, 6-7 PM, DOW 1014
- Mock Interviews M 3/25, 6:30–8 PM, BBB 1670
- DEI Talk (Accessibility) W 3/27, 5–6 PM, 1500 EECS
- Professional Experience Panel Th 3/28, 6-7 PM, EECS 1311
- Grad School Panel W 4/3 6–7 PM, EECS 1311
- LinkedIn Workshop Th 4/11 6–7 PM, EECS 1311
- Headshots (TBD)



Chapter Development - Advika

- TBPeer Interviews on Monday, 3/25 @ BBB 1670 6:30-8pm
 - hybrid
 - 1.5 service hours
 - a small snack will be provided
- TBPhundraising
 - pop up food stands
 - contact me if interest in being a project lead!



Membership – Mitra M

- TBPals Groups were sent out
- Group chats set up on slack!
- Please meet by 4/18

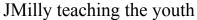


Publicity – Grace

- Day in a Life Video
 - Interest Form: tbpmig.org/dayinlife
 - Follow up to my email if you signed up to do the video!
- Photo Competition
 - <u>tbpmig.org/photocomp</u>
 - take photos during bake and yell/tbpals!(please i'm begging)
- Follow Our Social Media!
 - TBP LinkedIn Page:
 - https://www.linkedin.com/company/tbp-mi-g/
 - Instagram&Tiktok: @tbpmig
- Most awkward moments
 - Seeing someone from high school in the Diag, waving, and getting no response
 - Tsa guy said "have a good trip". I said "you too"



TBullyingP









Historian – Jacob

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







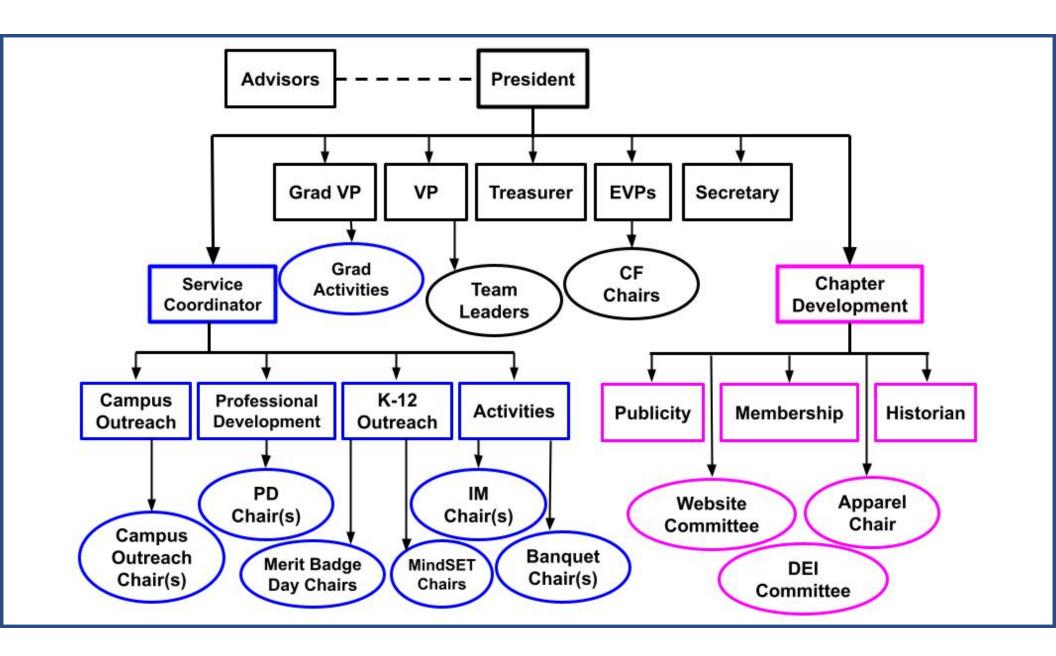


OFFICER SPOTLIGHTS

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!





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





HOW TO RUN FOR AN OFFICER POSITION

- Elections are on Tuesday, April 9th
- 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





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





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.





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

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





External Vice Presidents



Application Unavailable

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



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





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!





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!





K-12 Outreach Officer

Full Year Position (May - April) 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.

Apply at: tbpmig.org/k12-apply



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





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 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!





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
- Collaboration with other TBP chapters
- 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 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!





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!





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

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





Historian

1 Semester position

Responsibilities:

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

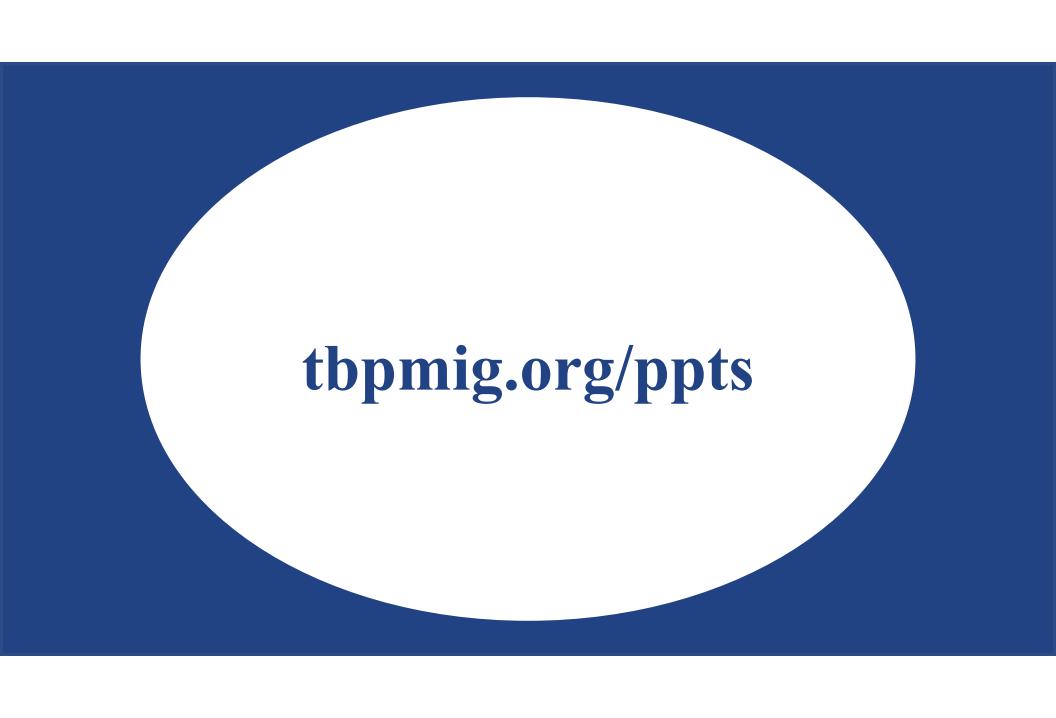
Skills Required:

- Editing
- Designing Layouts
- Creativity

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



POWERPOINT TIME!



PIE THE PRESIDENT!

Sign in code

TBPowerpoint

