



## Officer Position Descriptions

### Agenda:

Elections

### Upcoming Events:

Grad Sushi Night  
(11/28)

North Campus  
Sustainability Hour  
IV (11/29)

BWW TG #2 (11/29)

Detroit Zoo – Wild  
Lights (11/30)

TBP Grad Student  
Speaker Series (12/1)

Merit Badge Day  
(12/2)

Town Hall II (12/2)

Fifth General (12/4)

Initiation (12/8)

#### President

The President is responsible for overall chapter operations. This includes setting agendas for and running the general, officer, and advisory board meetings. It also includes ensuring that all of the officers are fulfilling their duties and have access to the resources they need. The President also serves as the face of TBP to the CoE. The president also creates a plan to move the chapter toward greater campus involvement.

#### Graduate Vice President and Vice President

The main role of the Vice President is to oversee the electees during their electing process. This involves sending, receiving, and responding to numerous emails a day; keeping track of the electees to make sure they are completing their requirements; and generally being the go-to-person for anything involving the electee process.

#### Secretary

The Secretary is responsible for a lot of the behind the scenes logistics of the chapter. The Secretary is a main point of communication for the chapter with the National Organization and must complete all the required reports to keep the chapter running. Within the chapter, the Secretary reserves rooms for events, facilitates the recruitment of Eminent Engineers, takes minutes at the officer meetings, and handles the catalogue cards. Being Secretary is a great way to be very involved in the happenings of the chapter.

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## **Treasurer** (Usually a fiscal year position)

The main role of the Treasurer is to keep track of the finances for the chapter. This involves setting the budget at the beginning of each semester and keeping track of daily expenses for the chapter. The Treasurer must go to SOAS 1-2 times per week to process reimbursements for the chapter. Furthermore, the Treasurer must also register with CSG before the fall semester. Additionally, the Treasurer is also responsible for collecting all the electees dues. This officer position lasts two semesters and when the second semester is completed the treasurer will complete the tax return for the chapter.

## **External Vice Presidents** (2 semesters)

The External Vice Presidents are responsible for coordinating interviews for the College of Engineering Leaders and Honors Awards to be presented at Honors Brunch. Additionally, they serve as two of the directors for the annual SWE/TBP Career Fair along with counterparts from the Society of Women Engineers. If interested, you must apply on the website.

## **Service Coordinator**

The Service Coordinator is responsible for finding project leaders to plan service events and help them through the planning process when necessary. You are also responsible for working with other organizations who contact TBP looking for volunteers at various community service events. The Service Coordinator is additionally tasked with selecting the Book Swap Chairs and helping run the Book Swap at the beginning of the semester.

## **Professional Development Officer** (2 semesters)

The Professional Development Officer is responsible for running the professional development committee which plans PD events. The biggest component of this position is planning Corporate Information Sessions and communicating with the chapter president and companies. The PD officer also announces PD events weekly.

## **Activities Officer**

The Activities Officer oversees social events, running the IM Sports teams, and coordinating the end of semester banquet. Having regular transportation is recommended but is not required. Social events include TG's, IM Sports, Game Nights, Intersociety Events, etc. K-12 Outreach Officers K-12 Outreach officers organize MindSET modules, communicate with schools, coordinate volunteers, purchase supplies, and organize rides.

## **Campus Outreach Officer**

The main responsibility of the campus outreach officer is to coordinate TBP's free one-on-one tutoring service. This position involves checking your email as often as possible. A new responsibility for campus outreach is coordinating the Hot Chocolate Effect. You set up and organize volunteers to promote TBP while providing free hot chocolate to students who are getting out of their Engr 101

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exams. The officer also looks for new tutoring opportunities and tries to implement any that are feasible.

## **Chapter Development**

The Chapter Development Officer is responsible for pursuing new opportunities and investigating new ideas to improve the chapter and positively impact the community. This also involves running New Initiatives meetings, where members of the chapter discuss ways we can improve Michigan Gamma. Recent topics of discussion include brainstorming new K-12 Outreach initiatives and ways to improve interchapter relations

## **Publicity**

The Publicity Officer sends out the weekly announcements. Other responsibilities include managing the Facebook Instagram, Flickr, and Twitter pages, and designing posters and flyers for TBP events.

## **Membership**

The Membership Officer has one of the most important roles for meetings: ordering food! Membership also keeps track of DA/PA status and their gifts, designing and ordering apparel, creating meeting sign-ins and managing the chapter's email lists.

## **Historian**

Historian oversees compiling and publishing The Cornerstone for all meetings. In addition, the Historian also publishes the Alumni Newsletter for each month. This position is great for someone with a slightly creative side and who loves to write and edit. It is also a great way to become introduced to the officer corps.

## **K-12 Outreach**

Officers K-12 Outreach officers organize MindSET modules, communicate with schools, coordinate volunteers, purchase supplies, and organize rides. We are also working to start new K-12 Projects and incorporate a K-12 Outreach Committee.

# Robert's Rules

