

# The Cornerstone

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## Inside this Issue:

Announcements	1
Officer Corps Structure	2
Officer Position Descriptions	3
Robert's Rules	5

## Upcoming Events:

TBP Drop-in Tutoring  
(4/3) 5:30 – 7pm  
@ 1008 EECS  
(4/7) 5:30 – 7pm  
@1003 EECS

IM Broomball (4/3)  
10:20 – 11:20pm  
@Yost Ice Arena

Initiation (4/12)  
6:30 – 8pm  
@1500 EECS

Banquet (4/12)  
8pm  
Sign up by Fri. (4/5)

## Announcements

### Join the TBP MI-G Slack Workspace

This semester, we'll be piloting a chapter-wide slack workspace to supplement our email communications. The link to join is <http://tinyurl.com/tbpMIGslack>. If you need a reminder on how to join slack or get your notification settings right look at this document: <http://tinyurl.com/tbpMIGslackHelp>.

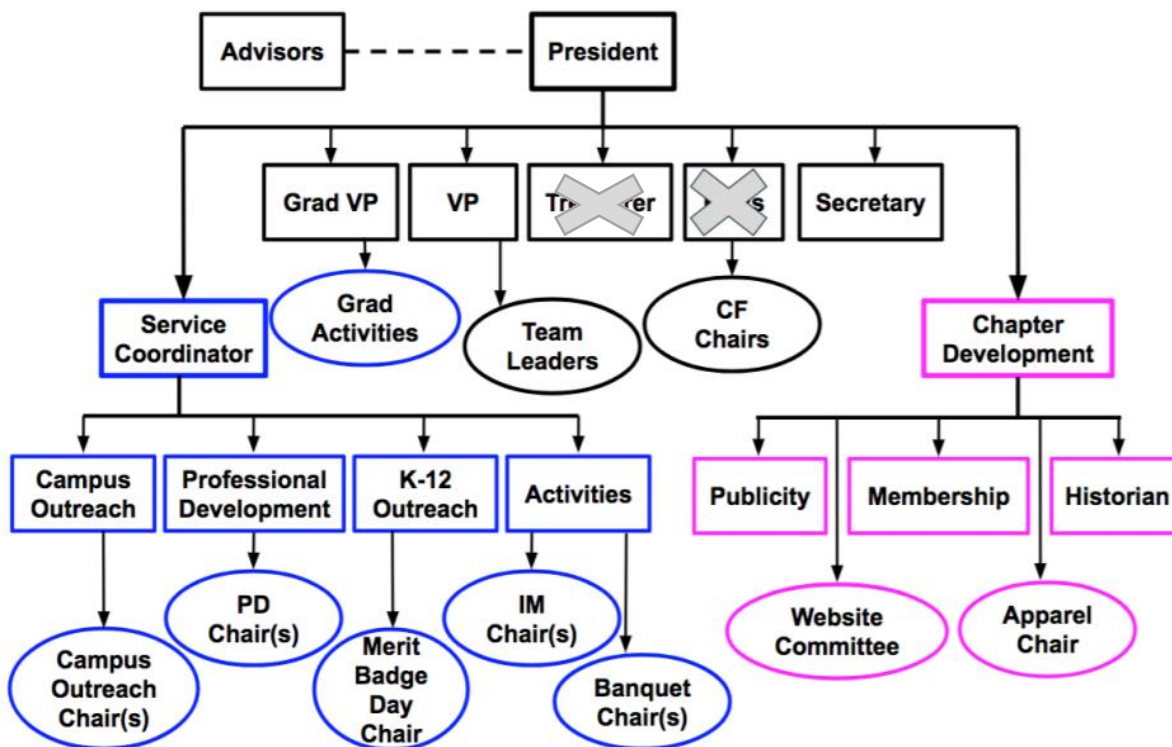
### TBP Photo Contest

Tau Beta Pi is having a photo contest, and you're invited to participate! Next time you're at a TBP event, take some pictures and pass them along to [tbp.publicity@umich.edu](mailto:tbp.publicity@umich.edu). We'll be selecting winners for the best pictures in 3 categories: service events, social events, and professional development events. Each of the three winners will get a \$10 gift card to a popular Ann Arbor restaurant like Jerusalem Garden, NYPD, or Chela's.

### Apply to be the Fall 2019-Winter 2020 K-12 Outreach Officer!

Application closes on Sunday, April 7th at 11:59 pm.  
Application link: <https://tinyurl.com/k12appW19>.

## Officer Corps Structure



### Section II.5. Election Order

“The order of election must begin with President, Vice President, Graduate Student Vice President, Secretary (Winter term), and Treasurer (Fall term). After these elections, the default order is first the election of all remaining Team Leads...and then the remaining elected offices...Following the four listed positions, the remaining order can be changed from the default by motion from the floor; however, a Team Lead must be elected prior to anyone else on that Team.”

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## Officer Position Descriptions

### **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.

### **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.

### **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 is in charge of organizing social events, running the IM Sports teams, and coordinating the end of semester banquet. A car makes this position easier, but is not required. Social events include TG's, IM Sports, Game Nights, Intersociety Events, etc.

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## **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. Specific responsibilities include organizing Cub Scouts Day and Merit Badge Day. This officer position requires a separate application and interview.

## **Campus Outreach Officer**

The main responsibility of the campus outreach officer is to coordinate TBP's free tutoring service and organize Breakfast Parties. This position involves checking your email as often as possible. Additional events that the campus outreach officer coordinates include Martin Luther King, Jr. Luncheons and Tau Beta Pi(e) Day. You set up and organize volunteers to promote TBP while providing free food the North Campus community! The officer also looks for new tutoring opportunities and tries to implement any that are feasible. This semester, drop-in tutoring sessions were piloted.

## **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 communication within the chapter and our chapter's image on campus.

## **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.

## Robert's Rules

During the election process, we will hold a number of discussions about nominees. For your convenience, here are flowcharts showing the process from the speeches to the voting!

