

The Branch Executive Committee is responsible for administering Branch operations and traditionally consists of the Chair, Vice-Chair, Secretary, and Treasurer.

Chair Duties include:

- Preside at all meetings of the Student Branch.
- Hold regular meetings of the Branch Executive Committee.
- Appoint Program/Event heads, Publicity, and Membership committee Chairs promptly. Complete the Student Branch Annual Plan – due no later than 1 February <https://sbr.vtools.ieee.org/>.
- Oversee the functioning of all subcommittees Web, Publicity, Social Media, RAS, WIE, SIGHT, MTT-S, etc
- Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.
- Coordinate activities with local Section and Region volunteers. Information can be found via: rosters.ieee.org.
- Communicate frequently with local University IEEE Student Branches.
- Prepare letter of acceptance of previous core members.

Vice Chair Duties include:

The Student Branch Vice-Chair is the junior Executive Officer. The Vice-Chair should help the Branch Chair with the workload, oversee some of the subcommittees, and manage some of the activities throughout the semester.

Duties include:

- Chair the Program and Membership Committees.
- Organize field trips or special events beyond regular program efforts.
- Assist the Branch Chair in following up on assigned committee responsibilities.
- Oversee the functioning of all subcommittees Web, Publicity, Social Media, RAS, WIE, SIGHT, MTT-S, etc
- Arrange for the election of new Officers annually and report via vTools Officer Reporting <https://officers.vtools.ieee.org/>.
- Perform all functions of the Branch Chair in his/her absence or upon request.
- Keeping a track of all members commitments and keeping the volunteer team engaged atleast of two events per year.

Secretary Duties Include

The Student Branch Secretary serves as the record keeper and historian of the Student Branch. The Secretary is responsible for maintaining all records.

Duties include:

- Keep detailed minutes of each meeting.

- Maintain the membership roster and committee assignments and in consensus with Webmaster (<http://sites.ieee.org/hosting/>)
- Hold regular meetings of the Branch Executive Committee.
- Be responsible for all correspondence on the website , social media, team,etc.
- Post a calendar of events. Meetings and Events should also be reported for all IEEE members to view via: <https://events.vtools.ieee.org/>
- Issues letters to Event heads in consensus with executive Committee members.
- Ensure that the Branch Constitution and Bylaws are adhered to.
- Arrange for an orderly transfer of all records to the incoming Secretary.

The duties of Treasurer include

- The Student Branch Treasurer is responsible for maintaining the financial accounts. It is imperative that all records be kept current and as accurate as possible.
- Duties include:
 - Maintain the appropriate financial accounts. Your bank account should be interest bearing and require two signatures; the faculty counselor should always be one of those signatures.
 - Prepare an annual budget for inclusion in the Student Branch Annual Plan (due 1 February annually – <https://sbr.vtools.ieee.org/>).
 - Prepare the final Financial Statement for inclusion in the Student Branch Annual Plan.
 - Oversee all fundraising efforts.
 - Arrange for an orderly transfer of all financial records to the incoming Treasurer.

The duties of Event Head /Program Head include

- Planning of the Event, feedback to be planned.
- Coordinating with the Secretary for the commissioning of volunteers for appropriate task
- Steering the Publicity team, Reporting team, Treasurer, Social Media team & Webmaster.
- Maintaining the financial records and submitting the same to the treasurer.
- Appoints photographer of the event , timestamp pictures.
- Provides membership publicity material to Reporting head related to the event.

The duties of Webmaster. Include

- Student Branch Meeting/Event Reporting : <https://events.vtools.ieee.org/> updated before and after events (all reports to be uploaded before November 1)
- Updates Newsletter links
- Maintain the membership roster and committee assignments on the Branch website (<http://sites.ieee.org/hosting/>)
- Manages IEEE DBIT website.

- Handover in a proper and orderly manner the website to the upcoming team.
- Offers a proper training and handholding for the upcoming team.
- To prepare links for live sessions and upload on DBIT Youtube channel.
- Manages IEEE Webinabox <https://webinabox.vtools.ieee.org>

The duties of MTT-S Chair include

- The MTT-S Chair needs to keep a note of MTT-S members of the Student branch chapter and involve them in core activities in the year, these could be joint activities.
- Explore funding opportunities and write proposals for the same.
- Conduct atleast 2 activities in a year for the college. (Eg competitions, workshops, expert talks, projects, visits to industries,etc)these could be joint activities.
- Make a plan of MTT-S activities for the year and run sponsorship drives if required.
- Ensures that publicity material is maintained on a timely manner on shared google slides for membership drive to the Reporting head.

The duties of WIE Chair include

- The WiE Chair needs to keep a note of WIE members of the Student branch chapter and involve them in core activities in the year, these could be joint activities.
- Explore funding opportunities <https://wie.ieee.org/funding/> and write proposals for the same.
- Conduct atleast 2 activities in a year for the college. (Eg competitions, workshops, expert talks, projects, visits to industries,etc)these could be joint activities.
- The chair should attend Leadership Summits
- The chair must also keep watching for scholarships <https://wie.ieee.org/grantsandscholarships/>
- Make a plan of WIE activities for the year and run sponsorship drives if required.
- Ensures that publicity material is maintained on a timely manner on shared google slides for membership drive to the Reporting head

The duties of SIGHT Chair include

- The SIGHT Chair needs to keep a note of SIGHT members of the Student branch chapter and involve them in core activities in the year, these could be joint activities.
- Explore funding opportunities <https://sight.ieee.org/apply-for-ieee-sight-funding/> and write proposals for the same.
- Conduct atleast 2 activities in a year for the college. (Eg competitions, workshops, expert talks, projects, visits to industries,etc)these could be joint activities.
- Make a plan of SIGHT activities for the year and run sponsorship drives if required.

- Ensures that publicity material is maintained on a timely manner on shared google slides for membership drive to the Reporting head

The duties of RAS Chair include

- The RAS Chair needs to keep a note of RAS members of the Student branch chapter and involve them in core activities in the year, these could be joint activities.
- Explore funding opportunities <https://www.ieee-ras.org/chapters/support-for-chapters> and write proposals for the same.
- Conduct atleast 2 activities in a year for the college. (Eg competitions, workshops, expert talks, projects, visits to industries,etc)
- Make a plan of RAS activities for the year and run sponsorship drives if required.
- Ensures that publicity material is maintained on a timely manner on shared google slides for membership drive to the Reporting head

The duties of Publicity Head include

- Coordinating all public relations activities, campaigning for activities
- Developing a marketing communications plan including strategy, goals, budget and tactics.
- Provide publicity budget for activities.
- Anticipating budget of activities and plan sponsorship drives.
- Manages Registrations for activities and communicates with Treasurer.
- Manages or assigns for offline invitations to invitees.

The duties of Social Media Head include

- IEEE accounts of LinkedIn, Instagram & Facebook to be updated before and after event.
- Designing banners.
- Core declaration banner.
- Election declaration banner.
- Designing of notice on Whatsapp for events in consensus with Publicity Head & Secretary.

The duties of Reporting Head Include

- Prepare complete report inclusive of organizational details of the event, feedback, no. of attendees and pictures of the event.

- Provide reports to webmaster and social media head.
- Upload the details of events in NAAC/ NBA meeting.
- Uploads in Department newsletter link data regarding completed events.
- Presence during the event is essential.
- Prepare a presentation for upcoming membership drive with content provided by event heads.