Director of Marketing

ACM Board of Directors

You will...

- Build a strong brand presence for ACM & its respective divisions along with the other Directors on Instagram, LinkedIn, Facebook, Reddit, Discord & more.
- Work with UT Dallas faculty to improve marketing through official channels and help spread event awareness throughout the ECS community.
- Contribute to the year's marketing strategy and take initiative on tasks such as curating promotional materials and social media posts, developing communication packages, and providing event coverage.
- Be the first point of contact for all things ACM! You'll be ready to answer any questions that come your way and facilitate communications with student organizations.
- Use Buffer and Mailchimp/SendGrid to schedule content, newsletters, and event reminders for the ACM community

You are...

- Driven by a passion for motivating students to learn more.
- Inspired by data and analytics to improve marketing strategies.
- An expert at social media and navigating the online space.
- Engaging and excited to meet new people and build relationships.

You'll gain...

- An opportunity to have your voice be heard by thousands of people that ACM engages with our programs every year.
- A unique experience working alongside diverse teams within ACM and learning how to effectively market to various audiences.
- Strong communication and organizational skills that come with developing and executing marketing campaigns, creating engaging content and outreach plans.

Director of Finance

ACM Board of Directors

You will…

- Guide and approve all purchases made on behalf of ACM
- Maintain financial records and engage in financial planning. Additionally generate financial reports on a routine basis as required
- Develop and enforce financial management policies
- Work closely with staff and faculty within CS, ECS, and the Student Organization Center (SOC) to ensure compliance with relevant legislation
- Communicate with industry sponsors to ensure arrival of sponsorship funds
- Work within our industry sponsors to ensure arrival of sponsorship funds, facilitate the processing of contracts, legal documents, and monetary sponsorship, along with supporting day-to-day sponsorship tasks.

You are…

- Above all, trustworthy, impartial, detail oriented, and responsible
- Someone with the persistence required to work with financial bureaucracy within the school and with our bank
- Passionate about *saving* money and getting good deals ;)
- Professional and diplomatic. You have email etiquette down pat, plus you're organized, and timely like no one else.

You'll gain…

- Financial literacy, especially with respect to fund management of a larger organization
- Learn about tax laws especially with regard to 501(c)(3) organizations
- Strong communication skills to ensure financial decisions are carried out

Director of Diversity and Inclusion

ACM Board of Directors

As our organization grows larger, we must systematically and explicitly address the many social issues that have become commonplace within school, workplaces, and society more broadly. Don't worry: current and former ACM officers will be with you every step of the way!

You will…

- Serve on the ECS Dean Adams Diversity Committee as a representative of ACM.
- Guide the creation of programs to reduce implicit bias, increase the representation of minorities, and provide for a welcoming ACM environment. This may include some of the following:

Focusing on forming a community within the ACM officer team:

- Have an on-boarding process for all the new officers and should have a short 10 minute convo about the do's and don'ts when interacting with other peers in the org and how to convey this message within their teams internally.
- Checking up on each officer and seeing how they are doing.
- Initiating a uniting topic in the general Slack so all the divisions are united as one rather than just sticking to their division.
- Celebrating each of our officers (either birthday or forming a recognition system - AKA ACM Banquet) so the officers feel valued for their work.
- Be available for any call if an ACM officer wants to share their experiences and listen to their perspectives.
- Should notify the President/VP about particular situations where certain officers do not feel belonged so that together they can brainstorm an issue on how to go about the situation and rectify it.
- Provide guidance to other members on ways they can form a more belonging environment within their divisions.
- Can create monthly surveys to keep track of how the officers are feeling.
- Also should help out with the point system and making sure if a certain strike is valid or not.

Focusing on creating an inclusive environment outside the officer team:

- Meeting with other minority organizations on campus to determine the issues that need to be addressed and ways ACM can contribute in helping to form a diverse environment without overstepping what several of the other organizations are focusing on.
- Partner with IEEE newest diversity committee to form ways to work on this issue together
- Work with ACM Community on discord to have panels for people in the minority to just rant or share their imposter syndrome stories (have this director moderate the channel).
- Arrange talks on how to grow self-confidence and understand why you are worth it.
- Partner with diversity based organizations for certain events catered towards self-growth and gaining confidence and teaching ways to put themselves out there so they don't feel like the minority.
- Have continued socials within this community and partner with other organizations/divisions within ACM.

You are…

- Passionate about increasing the representation of minority groups.
- Someone with strong, non-confrontational conversational skills.
- Willing to help and good at listening to people express.
- Interested in cultivating a culture of healthy respect between members in the community.

You'll gain…

- Experience dealing with issues rarely talked about and extremely prevalent in the modern technology workspace.
- Significant experience and know-how regarding managing the personal and intellectual needs and problems of an ever-expanding organization with more than 60 officers.
- An ability to make a profound impact furthering the nature of inclusivity offered though ACM to a large and diverse audience.