



Role Responsibilities

This document outlines the responsibilities of all roles for Spring 2018.

Director of Finances (Executive Board)

- Keeps a detailed records of all transactions into and out of club funds.
- Handles all member reimbursement requests.
- Orders food for Hackshops/Hackathons.
- Manages the semesterly budget.
- Updates all members on our financial status via presentations and reports.
- Carries out all payments (trips, apparel, etc).

Director of Operations (Executive Board)

- Oversee the operations of Event Directors.
- Helps plan and execute the App Fair by networking with companies and publicizing the fair.
- Oversee the operations of the Social Committee and aid in planning social events.
- Oversee the operations of the Account Managers and aid with contract sourcing.

VP of New Members (Executive Board)

- Oversee the Instructors and Senior Devs to ensure expectations are met.
- Plan and execute the new member ideation process such that the final chosen apps show a significant level of thought and sufficient difficulty.
- Track progress of new members to keep them updated on their return offer status.
- Ensure quality in new member products.

VP of Development (Executive Board)

- Responsible for leading the entire development cycle.
- Manage sprint cycles and work with each team to set timelines.
- Ensure quality in DevCore products.

- Lead the organization technologically (encourage the use of best development practices, software, etc).
- Constantly communicate with each team's PM to guide them and report their progress to leadership.
- Mobilize resources to meet the needs of development teams and produce the optimal development environment.

Internal VP (Executive Board)

- Track attendance and contributions of all members and raise issues to the Executive Board
- Plan and execute the Big-Little contest in cooperation with the Social Committee
- Lead the entirety of the recruitment process (tabling, planning infosession/showcase, resume reviews, preparing the interviewers, final deliberations)
- Plan and execute at least 2 checkins over the course of the semester to keep members updated on their contributions during the semester

Account Managers

- Reach out to companies and organizations to build relationships and knowledge about our contract program
- Create quotes for potential clients based on discussions with them and negotiate a set price that both parties agree with
- Source for quotes continuously throughout the semester to find them for the following semester or for individuals to do on their own

Senior Devs

- Administer training program content to new members with the help of the instructors.
- Develop necessary instructional content as needed, including but not limited to videos, slides, code samples, review sessions, and worksheets.
- Serve as mentors for new member project teams that aid in ideation, development, testing, and debugging
- Communicate actively through multiple outlets (slack, piazza, OH, meetings) to help members (old and new) throughout the semester.
- Must hold weekly office hours that are open to all members of the club.

Instructors

- Responsible for administering training program content as per club guidelines.
- Develop necessary instructional content as needed, including but not limited to videos, slides, code samples, review sessions, and worksheets
- Deliver all training program lectures and demonstrations during hackshops.

- Lead the senior devs and ensure accountability in their tasks. Promptly communicate performance issues among senior devs and/or new members to leadership and attend all new member board meetings
- Serve as mentors for new member project teams that provide technical assistance and conceptual guidance.
- Actively communicate through multiple outlets (slack, piazza, OH, meetings) to help members (old and new) throughout the semester.
- Must hold weekly office hours that are open to all members of the club.
- Must be present in board reviews for new members.

Division Lead

- Be the subject area lead for a Division within DevCore
- Lead research in the field and conduct team training sessions
- Evaluate project proposals for your Division
- All responsibilities of a DevCore member

Contract Team

- Provide the contract program's full range of services to the client to deliver a solution within the timeline and statement of work provided: strategic consultations, design, development, testing, and launch.
- Understand the legal obligations of finishing the product as specified by the client.
- Must complete stories assigned to them by the contract team head.
- Communicate with the client to understand and guide the product.
- Source and select contracts, and engage in negotiations based on heavy guidance from the contract team lead and leadership.

Contract Team - Lead

- Serve as both project manager and architect for the team. Leads must also develop as heavily as other team members.
- Responsible for making sure that the client's contract is completed (bug-free) within and to the clients liking within the timeline agreed upon.
- Understand the legal obligations of finishing the product as specified by the client.
- Communicate with the client to understand and guide the product.
- Source and select contracts, and engage in negotiations based on heavy guidance from leadership.

Event Directors

- Plan the entirety of the App Fair with help from other members. The goal is to make the App Fair one of the Bay's biggest mobile events this semester. The fair should showcase our

products, serve as an opportunity for developers/designers/entrepreneurs from across the bay to network, and have booths from some of the best tech companies. This is one of the most important items on our semester agenda and possibly the biggest area of growth for the organization.

- Organize both public and private recruiting infosessions with large tech companies.
- Host guest speaker talks for members.
- Reach out to external advisors, mentors, speakers, and companies to organize partnerships, sponsorships, and programs with MDB.
- Maintain relationships with MDB advisors and industry recruiters.
- Manage our online presence (social media, website, mailing, etc).

DevCore

- Be a major contributor to a development team in all phases (ideation, design, development, testing, launch)
- Follow the best practices in terms of project management, workflow, design, development, and testing
- Meet deadlines and sprint expectations set together with the VP of Development.
- Prepare a pitch and present the app at the App Fair & Pitches in hopes to win funding.