ACM E-Board Positions: Standard Operating Procedure

Introduction

This document outlines the key responsibilities, timelines, and expectations for each position within the E-Board for the upcoming academic year. It also emphasizes the interconnected nature of our roles and provides a contact list for easy communication. The information you provide will be used to draft our ACM Standard of Procedure book for the year 24-25.

General Information

- **Term:** Fall 2024 - Spring 2025
- **Meetings:** Weekly meetings will be held on (Specify day and time). Attendance is mandatory for all E-Board members on the first meeting of the month.
- **Communication:** We encourage open communication and collaboration. Utilize our dedicated communication platform, ACM Discord, to stay connected and share updates. All communication on different discord channels is transparent for all e-board members, and you are encouraged to participate and initiate suggestions on how we can improve our process.
- **Task Management:** Height

E-Board Contact List

Position	Name	Email	Phone (Optional)
Technical Lead	Dinh Pham	dinhmypham@usf.edu	

TECHNICAL CHAIR

Role Expectations

Role Expectations:
- Lead and collaborate with the Tech team, including tech leads and project leads, to oversee technical workshops, ACM Projects, and ACM Research.
- Design and execute high-quality technical workshops weekly with tech leads.
- Mentor the tech team, providing state-of-the-art technical skills and programming knowledge.
- Offer technical support to the rest of the E-board as needed.

- Lead weekly tech team meetings.

Timeline

Timeline:
Summer 24 (June - August):
- Plan and organize technical workshops, ACM Projects, and ACM Research initiatives.
- Brainstorm ideas and topics for technical workshops.
- Develop schedules and milestones for the upcoming semester.
- Coordinate with Tech Leads and Project Leads to assign responsibilities.

Monthly Checkpoints:
- Review progress and address any challenges or issues.
- Conduct a review of project progress against established milestones.
- Identify any bottlenecks or challenges faced by project teams.
- Provide feedback and guidance to project teams to overcome challenges.
- Adjust timelines or strategies as needed to ensure project success.

Before Second Week of September:
- Initiate hiring process for shadows to assist with technical workshops and projects.
- Develop job descriptions for shadow roles.
- Advertise shadow positions through ACM channels.
- Review applications and schedule interviews.
- Conduct interviews and select suitable candidates.

Weekly Tech Meetings (Starting from the Second Week of Classes):
- Organize and lead weekly tech team meetings.
- Set agendas and objectives for each meeting.
- Discuss upcoming workshops, projects, and research initiatives.
- Assign tasks and follow up on progress.
- Provide guidance and support to team members.

Procedures

Procedures:
1. **Workshop Planning:**
   - Collaborate with Tech Leads to design and execute technical workshops.
   - Brainstorm workshop topics and content.
   - Develop detailed workshop plans and presentations.
   - Coordinate with Marketing for workshop promotion.
2. **Mentoring and Training:**
   - Provide mentorship and training to Tech Leads and Project Leads.
   - Conduct skill-building sessions and workshops.
   - Share resources and knowledge with team members.
3. **Tech Support:**

- o Offer technical assistance to other E-board members.
- o Provide guidance on technical aspects of events and projects.
- o Troubleshoot technical issues as they arise.
4. **Event Coordination:**
   - o Organize venues and equipment for technical workshops.
   - o Coordinate with Secretary for event scheduling and communication.
   - o Ensure all necessary resources are available for workshops.

Ideas for Improvement

Ideas for Improvement:
1. Enhance Workshop Quality:
   - o Introduce more interactive elements into workshops.
   - o Incorporate hands-on activities and demonstrations.
   - o Invite guest speakers for specialized workshops.
2. Expand ACM Projects:
   - o Collaborate with Tech Leads to introduce new project ideas.
   - o Provide additional resources for project development.
   - o Organize project showcases to highlight achievements.
3. Foster Technical Innovation:
   - o Encourage team members to explore emerging technologies.
   - o Host hackathons or coding challenges.
   - o Establish partnerships with tech companies for innovation programs.

Challenges & Potential Solutions

Challenges & Potential Solutions:
1. **Time Constraints:**
   - o Challenge: Limited time for planning and executing workshops.
   - o Solution: Prioritize tasks and allocate time efficiently. Delegate responsibilities when necessary.
2. **Skill Development:**
   - o Challenge: Ensuring the team has up-to-date technical skills.
   - o Solution: Offer regular training sessions and encourage self-learning. Provide access to online resources and tutorials.
3. **Resource Management:**
   - o Challenge: Managing limited resources for projects and workshops.
   - o Solution: Seek external funding through sponsorships or grants. Optimize resource utilization by prioritizing essential components.

Interdependence & Collaboration

Interdependence & Collaboration:

- Collaborate with Hardware Lead and Software Lead to ensure alignment on technical initiatives.
- Work closely with the Marketing team to promote technical workshops and events.
- Coordinate with the Treasurer to allocate budgets for technical projects and workshops.
- Collaborate with the Secretary to book venues and schedule events.
- Develop a system with the Tech Lead and Hardware Lead to measure progress and track deadlines.