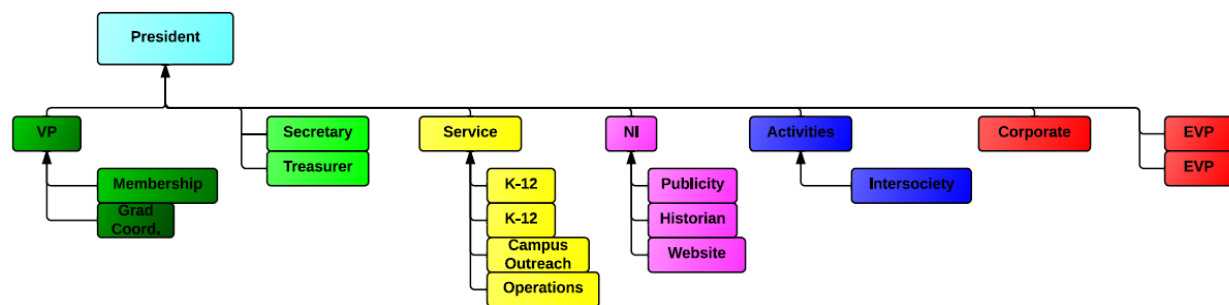


TBP Officer Position Descriptions

WHAT SHOULD I RUN FOR?

Officer Corps At-A-Glance



The Officer Corps contains all of the elected and appointed officer roles in the organization. The officers are collectively responsible for the day-to-day operation of the chapter. To help facilitate collaboration and decrease communication overhead, the officer corps is comprised of different Teams. The roles of the various team members are thematically similar (e.g. Service, Social, etc.) The Teams are notated by color in the above figure.

- **Dark Green: Electee and Membership Team.** Responsible for the initiation process and tracking requirements for electees and actives.
- **Yellow: Service Team.** Responsible for the variety of outreach and service the chapter performs.
- **Pink: Chapter Team.** Responsible for the behind-the-scenes operation of keeping the chapter running.
- **Blue: Social Team.** Responsible for organizing social activities for members.
- **Red: Professional Development.** Responsible for coordinating activities at professional development activities (info sessions, career fair, honors/awards, Engineering Futures). In addition to the officer positions, members can gain leadership experience by serving on the Professional Development Committee, see the Corporate Relations Officer for more details.

Team Leads assist the president by making sure that their team's tasks are completed on time and by mentoring the officers on their team. In addition to the roles noted in the figure, the officer corps has approximately 8 advisors who help with long-term planning and continuity.

Executive Committee Roles

The Executive Committee members are responsible for the high-level organization, vision/strategic planning, and administration of the chapter. Previous officer experience is highly encouraged (especially for President and Vice President) though not strictly necessary. In brief: the president manages the officers, the vice president manages the membership, the secretary coordinates with nationals, and the treasurer manages the chapter finances.

President

The President's primary jobs are to supervise the other officers and to plan and conduct all officer, advisory board, and general meetings. The President is the facilitator; experience as a Tau Beta Pi officer is strongly recommended. The President also acts as the representative of the society in correspondence with other organizations (including serving as the official UMEC representative). The President gets to interact with many people on different levels. In addition he or she is instrumental in setting the vision and goals of the chapter.

- With assistance from team leads, manages the responsibilities of the officers.
- Schedules, plans, organizes, and runs all officer and general body meetings
- Organizes the Mailout (sending invitations to all eligible students/parents)
- Is the official delegate to the National or District Convention and arranges travel plans for all MI-G delegates
- Communicates with Nationals, CoE, and the University
- Serves as the Lead for the Executive Committee and chair of the Advisory Board.

Vice President

The Vice-President oversees the electee process and acts as second-in-command to the President. The VP gets to know the electees better than anyone else. Knowledge of the electee process and internal workings of TBP is a big plus, and organizational and people skills are a must. The VP gets to meet and work with many new students.

- Is the contact person for all undergraduate electees.
- Keeps a close eye on the progress of all undergraduate electees.
- Organizes the electee material, electee groups, and electee games.
- Organizes and conducts undergraduate electee interviews.
- Works with Secretary to ensure electees have approval from Nationals.
- Serves as the lead for the Electee and Membership Team.

Secretary (Full Academic Year, Elected in Winter)

The Secretary is in charge of completing all paperwork and ensuring that it is submitted to the National Office on time. This includes:

- Report of Eligible Students, Report of Candidate Election, Report of Final Action (Initiation).
- Chapter Survey and accompanying project reports.
- Officer updates, and any national's ballots.

He/she is also the main contact between the chapter and National Office. The Secretary holds the responsibilities of the Recording Secretary and is in charge of taking minutes at the meeting and making them available to the active membership, as well as reserving rooms for chapter events. Responsibility,

organizational skills, and an enthusiastic interest in the behind-the-scenes working of the Chapter are a must.

Treasurer (Full Calendar Year, Elected in Fall)

The Treasurer is responsible for managing the Chapter's finances and day-to-day monetary transactions. The Treasurer is also the primary liaison between SOAS and TBP. This position requires excellent organizational and book-keeping skills and an interest in learning about the Chapters finances.

- Creates and administers the budget each semester
- Promptly processes reimbursements and scholarship award through SOAS
- Renew SOAS account at the start of the academic year
- Collect membership dues from electees.
- Update the authorized signers for TBP every semester
- Records donations to TBP and donations to charity
- Files annually (by May 15) IRS Form 990, Return of Organization Exempt From Income Tax
- Submit Financial Report and tax returns to Nationals by June.

Team Leads

Team Leads are responsible for the oversight and coordination of each of the officer teams, and for ensuring that team members' tasks are completed on time. Team leads are additionally responsible for serving as mentors for their team members when necessary. Previous leadership experience is a big plus, as you'll be expected to help out newer officers.

Service Coordinator (Service Team)

The Service Coordinator is in charge of overseeing all service projects done by the Chapter. He/She must communicate with the many project leaders to ensure the success of the events. The Service Coordinator should have an outstanding interest in community service and great organizational skills.

- Recruits project leaders to run each service project
- Coordinate the scheduling of service projects with project leaders, K-12 Outreach Officers, and the Campus Outreach Officer as needed
- Provides project leaders with direction and any necessary material
- Ensures project leaders complete their project reports and send all pictures to the Secretary; help the Secretary to compile the Chapter Survey
- Plans and implements new service projects
- Works with VP, Website Officer, and electees to ensure that service requirements and deadlines are met
- Helps publicize service events
- Traditionally takes a large leadership position in running Book Swap along with the Book Swap Chairs

New Initiatives Officer (Chapter Team)

The New Initiatives Officer is responsible for identifying, developing, and implementing new ideas and improvements in almost any area of the Chapter. He/She helps the Executive Committee with turning feedback and ideas into actionable items. He/She runs New Initiative meetings which serve as a forum for

Chapter members to discuss ideas, suggestions, and concerns. This position requires initiative and creative thinking, and is perfect for someone who has a desire to impact the Chapter. Access to a car is helpful, and familiarity with chapter operations is a big plus.

- Plans and runs New Initiatives meetings throughout the semester
- Provides food and drinks at meetings
- Keeps up-to-date with what is happening at the Chapter, College, and University to identify new opportunities
- Develops new service, social, and intersociety ideas (works with corresponding officers to implement)
- Improves image (external) and workings (internal) of Chapter

Corporate Relations Officer (Professional Development Team; Full Academic Year, Elected in Winter)

The Corporate Relations Officer is the Chapter's liaison to the corporate world. This position involves interfacing with industry representatives and thus requires good organizational and people skills.

- Arranges for industry representatives to give corporate presentations at meetings Provides opportunities for members to network with industry through service projects or professional development sessions, such as Engineering Futures
- Creates a TBP Resume book to hand out to companies at each semesters Career Fair
- Sets up information sessions for companies as needed
- Is responsible for the chapter's MLK Luncheon commitments

Activities Officer (Social Team)

The Activities Officer is responsible for organizing many of the Chapters social events and the Initiation Banquet. This officer also handles ordering and getting food for all meetings. Access to a car is very valuable (borrow one or own one). This position is great for outgoing and creative personalities.

- Plans social events throughout the semester (ex: Movie Night, Friday Night Game Night, Study Tables, etc). Can also recruit members to help lead events.
- Brainstorms and implements new socials.
- Orders dinner for meetings and purchases drinks and sides from store.
- Sets up food at meetings and cleans up room after.
- Organizes the banquet, its food, and its attendance, and finds a keynote speaker.

Professional Development Team Officers

External Vice Presidents (2 Positions, Full Calendar Year, by Application)

The External Vice-Presidents, with their counterparts from SWE, plan and run the SWE/TBP Career Fair in the Fall and organize the CoE Leaders and Honors Brunch in the Winter. The Career Fair is the largest and most important event run by the Chapter. These officers must have excellent organizational skills and must be willing to put in a lot of time to ensure the success of the Fair. The EVPs must also oversee the selection of outstanding students for recognition at the Honors Brunch. They should have strong PR skills as they get to work with leaders in the College of Engineering and corporate representatives.

- Plan and run the Fall SWE/TBP Career Fair, planning starts in December.
- Recruit TBP members to serve on Career Fair committees.
- Plan and run the Winter CoE Leaders & Honors Brunch.
- Recruit TBP active members to serve on Honors Brunch committees.

Service Team Officers

K-12 Outreach Officer (2 Positions, Offset, Yearlong)

The K-12 Outreach Officers are responsible for the Chapters engineering outreach within the community. This consists largely of the MindSET outreach program but may be expanded in the future. The position requires working with both the Chapter and the community.

- Lead the MindSET Committee in planning all MindSET activities
- Are the contact for K-12 local schools and for communication with Nationals regarding MindSET

Campus Outreach Officer

The Campus Outreach Officer is in charge of all Chapter efforts related to academics on campus. This consists largely of tutoring, but new outreach programs that utilize our resources are also encouraged. The position requires interest in expanding and improving our academic presence on campus.

- Organizes electees and actives to serve as tutors
- Publicizes tutoring through email, flyering, chalking, announcements and freshmen oriented events like Engineering Welcome Day, Northfest, etc.
- Works with other societies and the College to improve tutoring services
- Seeks and coordinates new opportunities for outreach to CoE students, especially Freshmen and Sophomores

Operations Officer

The Operations Chair is in charge of TBP's commitment to running the Foo Bar cafe. This includes establishing and maintaining relationships with food vendors, ensuring that volunteer shifts are filled, and restocking the café as appropriate.

Electee and Membership Team Officers

Graduate Student Coordinator

The Graduate Student Coordinator runs the electee process for graduate students and organizes all graduate socials. This position is typically filled by a graduate student member.

- Is the contact person for all grad electees
- Tracks progress of grad electees
- Arranges grad electee interviews and group meeting
- Organizes all grad socials, sometimes in conjunction with other societies

Membership Officer

The membership chair is the counterpart to the VP for active members. Organizational skills are a must.

- Manages and keeps up-to-date all Chapter mailing lists
- Orders cords and stoles for graduating members
- Orders DA and PA gifts and arranges distribution to DAs and PAs
- Tracks DA and PA requirement progress

Social Team Officers

Intersociety Officer

The Intersociety Chair is responsible for the Chapters sports activities. The Chair is also in charge of arranging intersociety socials and maintaining strong relationships with other CoE societies. This position is for an enthusiastic member who likes playing IM sports. Registers and manages the Chapters teams for IM sports, usually two per sports season (2 seasons per semester)

- Attends all IM sports events and manages meetings
- Works with other societies to plan intersociety socials and intersociety sports
- Organizes intersociety events

Chapter Team Officers

Historian

The Historian publishes the chapter newsletter, which is named “The Cornerstone”. The Historian also publishes the Alumni Newsletter each month of the school year and distributes it to alumni of the chapter. The Historian is in charge of picture taking for the Chapter Survey and maintains chapter records as needed.

Publicity Officer

The Publicity officer is in charge of making sure everything TBP does is publicized to the appropriate audience.

- Send a Weekly Announcements email to Chapter mailing lists every Week
- Publicize Chapter events to the College and/or University if necessary (in collaboration with officer in charge of event)

Website Officer (by Application)

The Website Officer updates and manages the Chapter website. A new website is in development, slated for deployment at the start of the Winter Term. The Website Officer should ideally have prior experience with web technologies (CSS, HTML, MySQL, Python, and Javascript).

- Troubleshoot issues that may arise with new website and help design new features.
- Keeps website up-to-date by posting news stories, officer bios, service projects, meeting minutes, Cornerstones, forms, and pictures
- Manages website access and tracking of all active and electee requirements