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BrainHack Vanderbilt Team Responsibilities

This governance document was established in 2025 and serves as a living framework for the BrainHack Vanderbilt organizing committee. It is subject to change and periodic review, with any amendments requiring approval by all active committee members to ensure transparency, fairness, and collective agreement.

Faculty Chair: Catie Chang

1. General Chair

Role Overview:

The General Chair oversees all BrainHack operations, ensuring the vision, goals, and objectives are met. This role acts as the senior decision-maker, guiding the event's strategic vision and is responsible for high-level coordination, ensuring alignment across all teams.

Prerequisite: Served ideally 2 years in the organizing committee.

Responsibilities:

- Serve as the **point of accountability** for the success and integrity of the event.
- **Collaborate with the team to set the strategic vision and goals** for the annual hackathon.
- Approve the final event program, budget, and all major milestones.
- **Monitor and manage resource allocation** to keep the event within budget limits.
- Ensure all VU and ethical compliance aspects are met.
- Address critical issues and conflicts that arise across teams.

Time Commitment: Min 2 hours / week, in-person attendance for the full duration of the event.

2. Annual Hackathon Chair (ideally 3 year position; incoming, current, advisory)

Role Overview: The Chair is responsible for overall management, planning, and execution of the annual hackathon.

Prerequisite: Current chair served at least 1 year in the organizing committee while *in-training*.

Responsibilities:

- Closely work with the General Chair to **set the strategic vision and goals for the annual hackathon**.
- **Develop and oversee the event's operational plan**, ensuring all teams meet their milestones.
- Collaborate with the General Chair to **develop, fundraise and finalize the event budget**, ensuring alignment with strategic priorities and resource allocation.
- Act as a liaison between the team members to ensure effective communication.
- Address operational issues, make real-time adjustments, and support teams in overcoming challenges.

Time Commitment:

Incoming: 2 hours / week, in-person attendance for the full duration of the event.

Current: 3 hours / week, when milestones are happening, this commitment skyrockets, in-person attendance for the full duration of the event.

Advisory: As needed.

3. Finance Coordinator (hosting department assigned)

Role Overview:

The Finance Coordinator manages the financial aspects of BrainHack, focusing on implementing the approved budget, tracking expenditures, and overseeing resource allocation. This role ensures that the financial activities align with the approved budget.

Responsibilities:

- Implement the approved budget, ensuring all expenditures are accurately tracked.
- Coordinate with the chairs to understand and support their budgetary needs.
- Conduct post-event financial analysis to assess budget adherence and identify areas for improvement.

4. Projects Team (HackTrack)

BrainHack Projects:

youtube.com/watch?v=Cu4kU7bE-JA&embeds_referring_euri=https%3A%2F%2Fbrainhack-variety.github.io%2F&source_ve_path=Mjq2NjY

Role Overview:

The Projects team is responsible for managing the HackTrack. This includes advertising what a BrainHack project is, informing and recruiting potential project leaders, onboarding, and providing continuous support to project leaders to ensure all projects are BrainHack-ready. The team collaborates with all other committees to maintain alignment with project milestones, deliverables, and overall event goals.

Team Leader Responsibilities:

- Oversee the overall project timeline, milestones, and delivery of all key outputs (e.g., GitHub repositories, data/code availability, pitch slide decks).
- Facilitate regular team meetings, **take meeting notes, and ensure clear task allocation and accountability.**
- Provide training to newer team members about reaching out to PIs and grad students
- Provide regular progress updates and reports.

Team Member Responsibilities:

- Serve as the primary point of contact for your assigned project teams.
- Reach out to labs and their faculty recruiting project leaders (via email or in-person)
- Keep project teams informed, engaged, and on track to meet key deadlines.
- Guide teams in issues related to project organization, technical needs, or deliverable preparation.
- Communicate regularly with the Team Leader to flag concerns or share updates.

Time Commitment:

Time requirements may vary throughout the planning period, with increased involvement expected as the event approaches, particularly during final project reviews and readiness checks.

5. Educational Team (TrainTrack)

Role Overview:

The Educational team is responsible for the TrainTrack, which encompasses the educational components of BrainHack. This includes designing and planning educational activities (such as

workshops, talks, and hands-on training), inviting and coordinating with educators, advertising, and ensuring all materials comply with BrainHack guidelines.

Team Leader Responsibilities

- **Oversee the planning and scheduling of all TrainTrack activities**, ensuring alignment with the event timeline and objectives.
- **Lead outreach to potential speakers and educators**, maintaining communication and coordinating scheduling based on their availability.
- Facilitate team meetings, **take meeting notes**, and ensure clear task allocation and accountability.
- Collaborate with the Marketing Team to **advertise and promote educational sessions**.
- Provide regular progress updates and reports.

Team Member Responsibilities

- **Network with experts, professors, and professionals at Vanderbilt and beyond**
- Reach out to prospective speakers and maintain communication to prepare training sessions and schedule them according to speaker availability.
- Assist in organizing and documenting workshop and training logistics (e.g., setup, materials, timing, and recording).
- Help **advertise educational content** to participants through appropriate channels (e.g., announcements, posts, or emails).
- Review educational materials for compliance with BrainHack standards and accessibility guidelines.
- Oversee the **recording of educational materials** to make content accessible beyond the live event.
- Collaboration with other teams to deliver a cohesive and engaging experience.

Time Commitment

The workload is heaviest early in the planning process, when recruiting speakers, designing the educational program, and finalizing the schedule (2-3 hours / week). As the event approaches, the workload decreases, with responsibilities primarily focused on attending assigned educational sessions in-person to ensure smooth delivery and support recording.

6. Operations Team

Role Overview:

The Operations team handles logistical planning and execution for BrainHack. They ensure the **physical and virtual environments** are set up for a seamless event experience. This team ensures smooth delivery of the most important aspects of the hackathon, from venue coordination and technology setup.

Team Leader Responsibilities

- **Oversee all logistical operations**, ensuring readiness of event spaces, including physical venues and virtual platforms, including coordinating food orders, delivery, and service.
- Facilitate regular team meetings, **take meeting notes, delegate tasks, ensure clear task allocation and accountability**.
- Serve as the main point of contact for vendors, facilities staff, and technical support.
- Provide regular progress updates and reports.
- Coordinate volunteer logistics at the event

Team Member Responsibilities

- Help coordinate **food delivery and service**, ensuring dietary accommodations are met.
- Assist with **setup and teardown, registration, check-in, and attendance tracking** before and during the event.
- Collaborate with the Dev Team to provide **on-site and virtual technical support (Discord)**, including setup and monitoring of cameras, microphones, and streaming systems.
- Monitor supplies, maintain a clean and organized event space, and respond quickly to logistical needs.
- Communicate regularly with the Team Leader regarding updates, issues, or needs.

Time Commitment

The workload **increases significantly as the event approaches**, with the most intensive period occurring **during the event itself**. Prior to BrainHack, members focus on venue coordination, vendor communication, and setup planning. During the event, all team members are expected to be **on-site (or virtually present)** to manage logistics, oversee food and technical operations, and ensure a smooth participant experience.

7. Dev Team

Role Overview:

The Dev Team is responsible for the technical development, maintenance, and support of all digital components of BrainHack. The team also collaborates with other committees to integrate their content and provides on-site and virtual technical assistance during the event to ensure a smooth participant experience.

Dev Team Leader:

- Oversee website enhancement and maintenance, ensuring all features function smoothly.

- Manage registration, project submission, and schedule updates.
- Coordinate with the team for content updates and technical readiness.
- Facilitate regular team meetings, **take meeting notes, delegate tasks, ensure clear task allocation and accountability.**
- Provide regular progress updates and reports.

Responsibilities:

- Support **website developments** (<https://brainhack-vandy.github.io>)
- Assist with quick fixes or improvements as needed.
- Implement and test registration, project submission, and schedule features.
- Provide **on-site and virtual technical support** during the event.

Time Commitment

The Dev Team operates on an **as-needed basis throughout the planning process**, with more activity during key milestones (e.g., opening registration, posting projects, or publishing schedules). During BrainHack, team members are expected to be **available either in person and virtually** to provide immediate technical support.

8. Marketing/Design Team

Role Overview:

The Marketing/Design Team is responsible for the branding, promotion, and public engagement of BrainHack. This team manages all communication channels, designs visual materials, and develops creative strategies to increase awareness and participation. They work closely with other teams to promote projects, educational content, and event updates across platforms.

Team Leader Responsibilities

- Oversee the overall marketing, ensure branding consistency across all materials and platforms.
- **Create and maintain a *posting* schedule.**
- Facilitate regular team meetings, **take meeting notes, delegate tasks, ensure clear task allocation and accountability.**
- Provide regular progress updates and reports.

Team Member Responsibilities

- **Design and produce branding materials**, including graphics, slides, and digital content.
- **Promote BrainHack** across social media (e.g., Instagram, website, mailing lists, and other channels).

- Collaborate with the **Educational**s and **Projects** Teams to highlight workshops, talks, and project opportunities.
- Create participant engagement through **interactive content** such as polls, stories, and social activities.
- **Monitor and analyze engagement metrics** to assess and refine marketing effectiveness.

Time Commitment

Team members are expected to attend full committee meetings to stay informed on event updates and priorities. They create and share content as needed throughout the planning process, with increased activity leading up to the event as posting frequency and content creation ramp up.

General Expectations and Committee Guidelines

1. Attendance & Participation

- Attend scheduled meetings and remain actively engaged in your team's activities.
- If unable to attend, notify your Team Leader in advance and review meeting notes afterward.
- Members who **miss two consecutive meetings without an excuse** may be asked to **step down to a volunteer position** to ensure continuity within the organizing committee while still remaining involved in BrainHack.

2. Leadership Pathways & Advancement

- **Committee members with prior service experience** are given priority consideration for **Team Leader roles** in subsequent years.
- **Current committee members** may serve as “**in-training**” **Hackathon Chairs**, learning directly from current leads to prepare for future leadership positions (e.g., the current TrainTrack Lead may serve as the upcoming Hackathon Chair in training).

*This mentorship model ensures continuity, knowledge transfer, and sustainability across BrainHack organizing teams.

3. Recruitment & Selection

- **Interviews for recruitment** are conducted by **past / current committee members**, ensuring fair and transparent evaluation.
- All applicants will be given **equal opportunity**, provided they meet the **minimum service requirements**.
- Diversity of backgrounds, skill sets, and perspectives is strongly encouraged and valued.

4. Collaboration & Conduct

- Maintain open, respectful communication and collaborate across teams to support shared goals.
- Represent BrainHack Vanderbilt with professionalism, inclusivity, and enthusiasm in all internal and external interactions.
- Uphold a culture of curiosity, accountability, and mutual support.