

NJIT Society of Hispanic Professional Engineers



E-BOARD DESCRIPTIONS

***SHPE IS THE SOURCE FOR QUALITY HISPANIC ENGINEERS AND
TECHNICAL TALENT.***

Webmaster



- **Update and maintain the NJIT-SHPE website**
- **Update the calendar both on the website & Google**
- **Communicate with Public Relations to receive and post event flyers**

Academics



- **Update members on scholarship opportunities/deadlines**
- **Organize Study Nights**
- **Provide academic help or source of help for SHPE members**
- **Link upper classmen and under classmen (Mentor Program)**
- **Motivate students to achieve academic excellence (GPA competitions, etc.)**
- **Remind members the importance of academics**
- **Organize and Oversee the Academic Olympiad for Nationals**

Event Coordinator



- **Organize:**
 - **Community service events**
 - **Fun activities for SHPE members, allowing them to get to know each other better**
 - **E-board related activities**
- **Contribute in developing themes for SHPE events that embrace our mission as the Society of Hispanic Professional Engineers**

Recruitment Officer



- Promote and recruit members to join NJIT-SHPE
- Add all new paid members to OneSHPE online portal
- Add all new members (paid & unpaid) to e-mail distribution list
- In charge for all student registration for SHPE Regional and National Conferences
- Oversee SHPE Jr. Chapter

Public Relations



- **Make creative & informative flyers for NJIT- SHPE events/meetings**
- **Send out REMINDER messages about NJIT-SHPE events via Facebook, E-mail, and Text Messaging.**
- **Have good relations with the students (Outgoing, Friendly)**
- **Make sure SHPE is known around NJIT campus (Promote SHPE at every activity/event/meeting)**

Secretary



- **Keep minutes for E-Board meeting: Detailed description of what was discussed at the meeting.**
- **Keep record of the attendance of all NJIT-SHPE members and E-board members at meetings/events/activities**
- **Play the role of Historian: take pictures at events/meetings and post them online**

Treasurer



- **Oversee/Maintain financial balance of NJIT SHPE account**
- **Fill out all Senate forms in regards to financial status and needs of NJIT-SHPE**
- **Deliver financial report at every E-Board meeting**
- **Organize and oversee all fundraisers**
- **Have good relations with NJIT-SHPE financial advisor**
- **Attending Finance hearings when necessary**

Internal Vice President



- **Serve as a connection between NJIT-SHPE and the other student organizations on campus.**
- **Maintain good communication channels with the staff and faculty to reserve rooms for all events/meetings.**
- **Arrange all accommodations and provide necessary equipment.**
- **Assist the president in all internal business concerning the affairs of NJIT-SHPE.**
- **Co-chair all meetings and chair meetings in the absence of the President.**
- **Attend Senate Cabinet Meetings**
- **Head of the Committee of the Annual Gala Banquet**

External Vice President



- Main contact to Corporate America for workshops/info sessions/events
- Attend career fairs/conferences/professional/networking events to broaden our network & promote NJIT-SHPE
- Assist President in planning of events/meetings/e-board related activities
- Lead all meetings/events/e-board meetings in President's absence
- Assist President in all activities concerning NJIT-SHPE for all SHPE conferences
- Help any other E-board member with their duties/concerns whenever needed

President



- Official spokesperson for the chapter
- Work with the executive board to set and establish our chapter meetings/events/activities/ etc.
- Attend National and Regional Conference Calls
- Prepare E-Board Meeting agendas
- Attend career fair/conferences/networking events/professional socials to promote NJIT-SHPE.
- Maintain a strong relationship with the NCE Dean
- Responsible for all business concerning the organization
- Be a good leader! =)

Nominations



- **Nominations will open today**
- **We will accept nominations until March 21**
- **All candidates must attend Leadership Workshop on March 22 at 9:00pm**
- **Executive Board Elections will be on March 28!**

Are YOU Ready?



Q & A