

Vice President

- Oversee standing committee chairpersons are fulfilling their duties
- Responsible for the technical and electronic duties, including but not limited to being the primary contact for the organization
- Biweekly sync with the ColorStack National Chapter program lead
- Speak on behalf of club members to faculty, administration, and other organizations in support of the president
- Hold vice presidents' office hours weekly for club members
- Ensure that the Chapter remains in good standing with ColorStack Nationals

Secretary

- Take meeting notes and send them out to the board by midnight of the meeting
- Ensure that all action items are communicated to their respective owner and is held responsible for completion
- Hold board members accountable for completing action items

Academic Chair

- Collect and organize all key exam dates and deadlines for internal awareness
- Plan study sessions for exams
- Crowdsource study material for courses
- Keep track of all members that are course TAs for internal awareness
- Plan weekly office hours for the entire club

Mentorship Director

- Organize a mentorship program for the club
- Match upperclassmen with underclassmen annually
- Hold mentors accountable for providing value to their mentee
- Ensure that mentees are satisfied with their mentorship experiences

Outreach Chair

- Plan social events for the chapter
- Develop initiatives to reach out to freshmen and accepted students
- Develop initiatives to reach out to students outside of computing-related majors

Professional Development Chair

- Share professional opportunities on a consistent basis
- Coordinate with the events chair during recruiting season to plan events such as a resume review or conducting mock interviews.
- Keep track of the professional activities that members are taking advantage of, especially during the summer

Communications Chair

- Manage the club's social media accounts
- Communicate internal and external events to members
- Document events (pictures, testimonials, etc.)

Alumni Relations Chair

- Manage a database of all club alumni
- Send out a semesterly alumni update
- Source financial and professional support from alumni

Corporate Director

- Facilitate the relationship between employers and the chapter
- Source sponsorship money
- Collect resumes from members to be sent to corporate sponsors