

Fall 2025 Officer/Committee Positions

Texas A&M University Robotics Team and Leadership  
Experience

# 1 Officer Positions and Duties

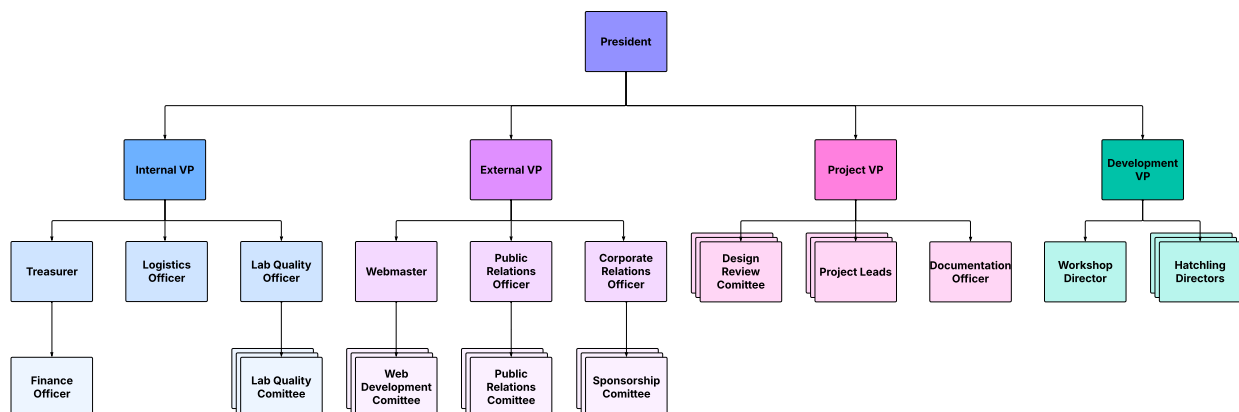


Figure 1: Organizational Flow Chart

The organization structure (Figure 1) describes the hierarchy of the organization from top to bottom. The officer roles are described in this section (1), and the committee roles are described in 2. The officer positions and duties are as follows:

## (a) President

The President is ultimately responsible for the overall operations and goals for TURTLE as well as serving as the “face” of the organization. The President will have the final say in issues concerning TURTLE and has the following duties:

- (i) Create goals and vision for TURTLE (short and long term planning)
- (ii) Maintain communication with faculty advisor
- (iii) Assign tasks to VPs
- (iv) Suggest events and meetings
- (v) Represent TURTLE when contacting other organizations and faculty
- (vi) Create and remove officer positions as needed
- (vii) Complete Get Involved yearly Requirements
- (viii) Advance the mission of TURTLE

## (b) External Vice President

The External VP of the team will oversee the well-being of the organization’s external operations. This Executive’s main duties will be to coordinate outreach activities to help promote the field of robotics among younger students. Additionally, this VP will work with the Treasurer to secure all funding needed for the organization by interacting with potential and current sponsors. Finally, the Corporate Relations Officer (1.c), Public Relations Officer (1.e), and Webmaster (1.f) will work under this VP.

- (i) Set goals and assign tasks to the Corporate Relations Officer, Public Relations Officer, and Webmaster
- (ii) Facilitate communication with external entities

(c) Corporate Relations

The Corporate Relations Officer is responsible for maintaining a positive network with companies and other sponsors. Their tasks include securing funding from corporate entities through sponsorship packages or other means, facilitating corporate financial and in-kind contributions, and coordinating sponsor benefits such as logo placement, and recruitment opportunities. This officer will be responsible for the Sponsorship Coordinator (1.d).

- (i) Manage and guide Sponsorship Coordinator efforts
- (ii) Secure funding from corporate entities through sponsorship packages or other means
- (iii) Facilitate financial and in-kind contributions from corporate entities
- (iv) Coordinate sponsor benefits such as logo placement, and recruitment opportunities

(d) Sponsorship Coordinator

The Sponsorship Coordinator is responsible for reaching out to potential sponsors, maintaining communication with sponsors, and maintaining a list of corporate contacts. They are to create and maintain a sponsorship packet.

- (i) Maintain corporate contacts and communication
- (ii) Create/maintain a sponsorship packet

(e) Public Relations

The Public Relations Officer is responsible for investigating feasible local outreach activities such as mentoring younger students (middle to high school) and volunteering opportunities. This officer will act as chair of the Public Relations Committee (2.c), and hold regular meetings with the committee. This officer will coordinate with the External VP (1.b) to ensure outreach initiatives are a success.

- (i) Maintain and update the TURTLE social media accounts (Instagram, LinkedIn, etc.)
- (ii) Communicate with community organizations to facilitate and promote outreach opportunities
- (iii) Work with TURTLE's University-affiliated departments (Department of Mechanical Engineering) to organize outreach and showcase activities
- (iv) Oversee the Public Relations Committee

(f) Webmaster

The Webmaster will be in charge of maintaining the TURTLE website and Discord, ensure that they are up to date with relevant information and visually pleasing aesthetics. They will work with the Web Development Committee (2.b) to develop and maintain the TURTLE website.

(i) Work with the Web Development Committee to develop and maintain the TURTLE website

(ii) Ensure content on the TURTLE website and Discord is up to date

(g) Internal Vice President

The Internal VP of the team will be in charge of maintaining the well-being of the organization's internal operations and assume the roles of the presidency in their absence. This Executive's main duties will be to organize, plan, and execute internal activities that include meetings, events, and socials in coordination with other leaders. This officer will be in charge of drafting and finalizing an event list or schedule for each fiscal year. They will oversee the new/returning member application process. Finally, the Finance Officer (1.h), Documentation Officer (1.i), and Lab Quality Officer (1.j) will work under this VP.

The Internal VP will also serve as Treasurer. The Internal Vice President will handle all of the monetary needs of the organization and is one of the three members (Advisor, President and Treasurer) that are necessary by Get Involved rules for the Organization to function and be recognized. This Officer will handle all transactions, whether for fundraising or expenditures and must be extremely organized. They will file all of the organization's monetary needs with the Student Organization Finance Center (SOFC) and work closely with the other officers in the organization to have monetary needs supplied when necessary.

(i) Set goals and assign tasks to Finance Officer, Documentation Officer, and Lab Quality Officer

(ii) Organize and plan regular TURTLE meetings (These should be fun but educational: guest speakers, themed socials, etc.)

(iii) Organize regular officer meetings

(iv) Facilitate the organization application process

(v) Stock and distribute organization merchandise

(vi) Assist Project VP in organizing and planning end of semester project showcase

(vii) Handle SOFC accounts

(viii) Complete Get Involved yearly requirements

(ix) Plan yearly budgets

- (x) Ensure every member pays dues each semester
- (xi) Work with the Finance Officer

(h) Finance Officer

The Finance Officer is responsible for creating and ensuring the accuracy of budget spreadsheets for the projects in TURTLE. They are to fill out order forms and ensure project part orders are placed. They will work with the Internal Vice President (1.g) to ensure the organization's financial operations run smoothly.

- (i) Create and maintain project budget spreadsheets
- (ii) Fill out forms regarding finances
- (iii) Complete yearly department funding requests
- (iv) Place orders for the organization
- (v) Guide project leads through reimbursement requests
- (vi) Work with the Internal VP

(i) Documentation Officer

The Documentation Officer is responsible for maintaining all documents and record for TURTLE as well as photographing (or collecting photos) from events and projects. They may help with other tasks assigned to the officer team as needed. They work with the Internal Vice President (1.g) to ensure the organization's history is documented and internal operations run smoothly.

- (i) Create a directory with present and past member lists and member contacts
- (ii) Provide information or records to the Public Relations Officer for external representation
- (iii) Maintain important documents that pertain to success of TURTLE including legal forms, award letters, and project documentation
- (iv) Collect project documentation including CAD, schematics, and code
- (v) Ensure all documentation is current
- (vi) Complete miscellaneous tasks assigned to the officer team

(j) Lab Quality Officer

The Lab Quality Officer will be responsible for the upkeep of the TURTLE Lab. They will oversee the Lab Quality Committee (2.a) and assign all members of the committee a portion the lab or equipment to maintain. They are responsible for maintaining a list of items that members and Lab Quality Committee members need for the lab and ensuring items on the list are purchased.

- (i) Ensure upkeep of the TURTLE Lab space

- (ii) Oversee the Lab Quality Committee
- (iii) Assign portions of the lab or equipment for each Lab Quality Committee member to maintain
- (iv) Maintain a list of items needed for the lab and ensure they are purchased

(k) Project Vice President

The Project VP will be responsible for the oversight and completion of all internal projects, working closely with every team lead. Strong management and leadership skills are required to oversee the progress of TURTLE's advanced projects. The Project VP is responsible for the Project Leads (1.l), Design Review Chair (1.m), and Design Review Committee (2.d).

- (i) Ensure advanced projects are making adequate progress each semester
- (ii) Organize and plan end of semester project showcase
- (iii) Create resources for project leads such as meeting templates and team building exercises
- (iv) Act as a leader, guiding project leads in team and technical related matters

(l) Project Lead

All advanced projects will be led by a project lead who will be responsible for managing their own team. Each team will be composed of qualified members who are knowledgeable about fundamental engineering subjects. The lead must understand the basic engineering design process to work effectively towards their goal. New project ideas can be submitted to the President (1.a) or Project Vice President (1.k). Project Leads will provide the Project Vice President with monthly progress reports.

- (i) Act as the leader for an advanced project
- (ii) Host weekly project meetings
- (iii) Ensure all members are contributing
- (iv) Act as the primary point of contact for TURTLE members on their project
- (v) Ensure the project team makes progress toward project goals

(m) Design Review Chair

The Design Review Chair will be responsible for organizing and facilitating all internal design reviews. They will assist the Project Vice President (1.k) and Documentation Officer (1.i) in keeping projects accountable, on track, and organized.

- (i) Schedule and ensure proper staffing of all internal design reviews.
- (ii) Ensure projects make adequate progress.
- (iii) Provide advice and insight into prospective designs.

- (iv) Assist the Project Vice President (1.k) in reviewing project progress towards meeting progress expectations.

(n) Development Vice President

The Development Vice President serves as the organizer and lead for TURTLE's "entry to robotics" program, Hatchling. The Development Vice President will design two competitions each year for Hatchling program members to compete in. They will also serve as an advisor on all Hatchling projects, ensuring that the new members have all the required resources to be successful. The Development Vice President is responsible for overseeing the Hatchling Directors (1.o) and the Workshop Director (1.p).

- (i) Organize and lead the semester-long Hatchling program, serving as an introduction to robotics for new members
- (ii) Design a Hatchling project and curriculum each semester that will allow members to learn new skills, culminating in a showcase
- (iii) Oversee workshop planning by the Workshop Director

(o) Hatchling Director

The Hatchling Directors are responsible for assisting the Development Vice President (1.n) with running the Hatchling program every semester.

- (i) Teach Hatchling members essential robotics skills
- (ii) Act as a mentor to Hatchling members
- (iii) Assist the Development Vice President in creating a curriculum for Hatchling
- (iv) Help run Hatchling meetings with the Development Vice President

(p) Workshop Director

The Workshop Director is responsible for organizing and developing weekly workshops for TURTLE to teach leadership and technical skills, including guest lectures from knowledgeable TURTLE members or University faculty. They are responsible for hosting a project lead training workshop for new Project Leads.

- (i) Host weekly workshops to teach leadership and technical skills
- (ii) Organize guest lectures from TURTLE or University faculty
- (iii) Host a project lead training workshop for new Project Leads

## 2 Committees and Duties

Committees are to assist officers with their duties and to manage large tasks. Committee members may be appointed by the President, Vice Presidents, or officer responsible for the committee. Committee positions are not officer positions. Committees and committee responsibilities are as follows:

(a) Lab Quality Committee

The Lab Quality Committee is to ensure the upkeep and functionality of the TURTLE Lab. Each committee member will be assigned a station or portion of the lab to ensure the upkeep of, such as restocking filament for the 3D printers or purchasing bolts for the bolt bin. Under the guidance of the Lab Quality Officer (1.j), they are responsible for:

- (i) Ensuring the lab is a clean and organized space
- (ii) Maintaining individual portions of the lab
- (iii) Communicating maintenance needs to the Lab Quality Officer

(b) Web Development Committee

The Web Development Committee is to consist of members skilled in website development. They are to assist the Webmaster (1.f) in developing and maintaining the TURTLE website and other web-related needs. Their duties include:

- (i) Assisting the Webmaster in developing and maintaining the TURTLE website

(c) Public Relations Committee

The Public Relations Committee is for members interested in representing TURTLE. They will assist the Public Relations Officer (1.e) in producing content including fliers, social media posts, and videos to represent TURTLE. They may help organize outreach events under the guidance of the Public Relations Officer. Their duties include:

- (i) Producing media to represent TURTLE
- (ii) Helping organize and conduct outreach events
- (iii) Assisting the Public Relations Officer

(d) Design Review Committee

The Design Review Committee is to consist of members exceptionally knowledgeable in the field robotics, including mechanical design, electrical design, and software development. They should be familiar with the design process, and will assist the Project VP (1.k) in conducting design reviews for projects. They are responsible for:

- (i) Conducting project design reviews
- (ii) Sharing their knowledge in robotics with project teams and the Project VP