

ARTICLE V– DUTIES OF OFFICERS

Section 1

President

President will be elected by the board.

1. The President shall run scheduled meeting unless they delegate this responsibility to another member of UNH SEDS.
2. The President is responsible for facilitating all activities of board members.
3. The President will be responsible for creating and maintaining a realistic project schedule.
4. The President will be responsible for assisting all subgroups.
5. The President shall maintain contact with our advisor.
6. The President shall maintain contact with SEDS USA

Section 2

Vice President

Vice President shall assume the office of the President in event of death / absence.

1. The Vice President assist the President to run scheduled meeting unless they delegate this responsibility to another member of UNH SEDS.
2. The Vice President is responsible for discussions with the secretary and MUB
3. The Vice President is responsible for managing the Member at Large
4. The Vice President is responsible for managing the member body

Section 3

Chief Financial Officer

1. The CFO is responsible for contacting and maintaining relationships with businesses and individuals for sponsorship purposes unless they delegate this responsibility to another member.
2. The CFO will be responsible for the writing of grant applications.
3. The CFO will be responsible for leading fundraising.
4. The CFO will be responsible for maintaining communication with Sheri (UNH Student Org Finance Office.)

Section 4

Treasurer

1. The Treasurer's responsibility is to assist the CFO
2. The Treasurer's responsibility is to maintain a financial status posting in the shop

Section 5

Director of Media and Marketing

1. The Director of Media and Marketing is responsible for communicating with and recruiting potential new members.
2. The Director of Media and Marketing is responsible for social media presence

3. The Director of Media and Marketing is responsible for monthly newsletter
4. The Director of Media and Marketing is responsible for UNH Outreach
5. The Director of Media and Marketing is responsible for Launch / Experiment advertisement

Section 6

External Outreach Lead

1. The Director of External Outreach Lead is responsible for planning/leading outreach events
2. The Director of External Outreach Lead is responsible for contacting businesses for industry presentations

Section 8

Chief Technical Officer

The CTO can be an Electrical / Mechanical Engineering Lead

Has the ability to propose new engineering projects

Has the ability to amend the responsibilities of the Senior Mechanical / Electrical Project Lead

1. The CTO is responsible for managing the Mechanical and Electrical Engineering leads
2. The CTO is responsible for member / senior presentations
3. The CTO is responsible for team entry into competitions
4. The CTO is responsible for organizing engineering timelines

Section 9

Senior Mechanical Project Lead

1. The Senior Mechanical Project Lead shall communicate with the CTO regarding expenses.
2. The Senior Mechanical Project Lead can schedule project meetings composed of project members.
3. The Senior Mechanical Project Lead oversees organizing and turning in all Senior Project deadlines
4. The Senior Mechanical Project Lead is responsible for maintaining communications with the Senior Advisor.

Section 10

Senior Electrical Project Lead

1. The Senior Electrical Project Lead shall communicate with the CTO regarding expenses.
2. The Senior Electrical Project Lead can schedule project meetings composed of project members.
3. The Senior Electrical Project Lead oversees organizing and turning in all Senior Project deadlines
4. The Senior Electrical Project Lead is responsible for maintaining communications with the Senior Advisor.

Section 11

Safety Officer

1. Safety Officer is responsible for the safety of all operations and experiments.
2. Safety Officer is responsible for contacting UNH Safety officials, Chief of Police, Head of the fire department for all hazardous activities

Section 12

Member at Large

1. Member at Large is responsible for notifying member body on activities / meetings
2. Member at Large is responsible for representing the whole membership along with the President and Vice President
3. Member at Large is responsible for encouraging membership and participation within the organization
4. Member at Large is responsible for managing all informational charts and boards within the room