Position Descriptions

The position descriptions and the tasks outlined below are subject to change and must only be used as guidelines. It is of crucial importance to remember that in order to be a successful organization we must communicate constantly and help each other out whenever possible.

President

Description: The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall manage chapter business and shall set, and establish all policy for the chapter and/or other functions or activities under direction of the chapter. The President shall also be the official spokesperson for the chapter, and shall manage day to day affairs of the chapter.

Tasks:
- Lead General Body Meetings and Executive Board Meetings
- Oversee event planning
- Work closely with Internal Vice-President to oversee, coach, and manage Executive Board members
- Work closely with External Vice-President and Treasurer to maintain relationships with corporate sponsors and prepare our Sponsorship Package, prepare funding requests from SGA, SHPE Region IV, and AHETEMS
- Ensure all requirements and deadlines specified by National Point System are met
- Maintain relationships with Regional Board and Professional Chapters
- Meet with chapter advisors on a regular basis
- Delegate tasks to Executive Board members as needed
- Ask for help whenever needed

Vice-President

Description: The Internal Vice President shall assist the president in all business concerning the chapter but will specifically be in charge of the chapter's internal affairs. This includes being a liaison between the president and the general body, and other executive board members.

Tasks:
- Coach and mentor Executive Board members to help them find resources to perform successfully in their positions
- Seek and coordinate opportunities for Chapter Development activities
- Work closely with President to meet the requirements and deadlines specified by the National Point System
- Identify and promote leadership opportunities for general body members
- Participate in the preparation of Sponsorship Package
- Manage room reservations for activities and events
- Ask for help whenever needed

Chief Financial Officer

Description: The Treasurer will be responsible for the Society's financial records including maintaining accurate records of funds received and disbursed. The treasurer will have current fiscal status of the organization and remain in close contact with the Center for Minorities in Science and Engineering (CMSE), the Student Government Association (SGA), and the Engineering Student Council (ESC) with respect to financial issues. The treasurer will assist the president in compiling the annual budget, which will be submitted to the general body after approval by the Executive Board.

Tasks:
- Keep accurate records of the Society’s financial activities in all accounts
- Work closely with President to prepare annual budget, funding requests from SGA, SHPE Region IV, and AHETEMS, and to seek fundraising opportunities
- Work closely with President and External Vice-President in the preparation of our Sponsorship Package
- Manage payments for room reservations, conference fees, food orders, and all other expenses
- Meet regularly with CMSE to discuss financial status of the Society
- Work with External Vice-President to build and maintain partnerships with new and current corporate sponsors
- Assist other Executive Board members in event planning and preparation of documents such as the Sponsorship Package and funding requests as necessary
- Complete a sponsorship packet to send to potential and current corporate sponsors as well as find new funding opportunities for SHPE at the beginning of every academic semester (or year, at the CFO’s discretion).
- Ask for help whenever necessary

**Secretary**

*Description:* The Secretary will take minutes of all meetings, and will also be responsible for the organization of all files kept by the Society. The Secretary must compile Continuous Feedback Forms (CFFs), keep accurate records of meetings and events, continuously update the listserv, maintain a database of general body members’ information, and maintain a database of corporate contacts. The Secretary shall also upkeep any bulletin board designated to the Society.

*Tasks:*
- Maintain and keep electronic records of all meetings and events including copies of flyers and pictures
- Work closely with President to meet the requirements and deadlines specified by the National Point System
- Ensure that all CFF’s are completed within a week of each event
- Manage and keep sign-up sheets provided at all events and activities
- Manage and update listserv, database of general body members, and database of corporate contacts
- Assist other Executive Board members in event planning and preparation of documents such as the Sponsorship Package and funding requests as necessary
- Ask for help whenever necessary.
- Update online advertisement tools on a regular basis and send event invitations through Facebook
- Work closely with Webmaster to constantly update online calendar of events and promotional materials
- Work closely with Social Chair to constantly update members of our online advertising tools

**Community Service Chair**

*Description:* The SHPE Jr. Chair shall be the primary point of contact between the Society’s Executive Board and the members of our SHPE Jr. Chapter. The SHPE Jr. Chair must communicate constantly with the SHPE Jr. Executive Board and their advisors to assess the needs of the SHPE Jr. Chapter, assist in event planning, and to schedule regular joint meetings between the Society and SHPE Jr. Chapter. The SHPE Jr. Chair shall inform the general body of the events/activities held by the SHPE Jr. Chapter and must proactively encourage general body members to participate in these activities.

*Tasks:*
- Coordinate and schedule regular meetings with SHPE Jr. Chapter members and encourage participation of general body members in SHPE Jr. Chapter activities
- Communicate constantly with SHPE Jr. Executive Board to assess their needs
- Seek and coordinate at least one joint activity per semester between the Society and the SHPE Jr. Chapter outside of regular meetings
- Plan and promote the establishment of another SHPE Jr. Chapter at Northwestern High School
- Work as effective Community Service Chair to establish mentorship program for SHPE Jr. Chair members
- Assist other Executive Board members in event planning and preparation of documents such as the Sponsorship Package and funding requests as necessary
- Ask for help whenever needed

Social Chair
Description: The Social Chair shall organize and prepare advertising materials for events and activities. S/he shall coordinate all advertising activities including tabling events and “flyering.” The Social Chair will also be responsible for taking pictures at general body meetings and other special events hosted by SHPE. They will also assist other officers with creating flyers and posters such as the membership poster, and Banquet poster. Additionally this year SHPE will try to have a display case in the Stamp Student Union, which the Social Chair will be in charge of securing and organizing. They are also in charge of any advertising that SHPE needs that isn't already being done by the Secretary. He or she is also responsible for applying to the Stamp Student Union for registration on an annual basis one month after SHPE new officer elections.

Tasks:
- Find and use resources necessary to create attractive promotional materials (i.e. flyers, posters, and brochures) for SHPE events
- Work closely with President to seek and coordinate recruitment events
- Ask for help whenever needed

Academic Chair
Description: As Academic Excellence chair you must regulate and monitor the virtual test bank, you must hold a certain amount of Study Jams especially around midterms and finals, and you must embody what it means to be academically excellent. You must hold your academics to the highest level in order to be a role model for the rest of the members. Also, you should not be afraid to implement other programs that can help with retaining students as well as assisting the rest of the executive board with whatever they need help with. S/he will assist the Center for Minorities in Science and Engineering organize the annual Alumni Banquet. The Academic chair’s duties also include communicating with Nationals as necessary.

Graduate Student Coordinator
Description: The Graduate Student Coordinator plans and hosts engaging events for SHPE’s general body that pertain to post-baccalaureate education. They encourage undergraduates to apply for graduate school in STEM fields and assist students in preparing for entrance exams like the GRE. Lastly, the grad coordinator provides an environment for graduate students to network with each other so they can openly discuss their research and other pertinent topics.