

## Tau Beta Pi Officer Information

Becoming an officer is a great way to get involved, network, and develop your skills. Officers are crucial to the continued success and growth of our chapter, so if you're looking for a way to give back or create a legacy, this is a great way to do it. Being an officer also gives you the opportunity to show your commitment, leadership, and ability to work in a team; things which may help you in your everyday life, impress your future boss in an interview, or in your future career.

As an officer in Tau Beta Pi, you will have a specific set of responsibilities based on your position, but you are also responsible for assisting in the arrangement, coordination, and supervision of events throughout the academic year. Running an organization is a *team effort*, and as such, we ask that officers expect to contribute their ideas and help with their share of the work from time to time.

Each spring we host a series of officer information meetings. These are an opportunity for you to ask any questions, get feedback from current officers, and learn more about what each position is about. See [our calendar](#) for details. These sessions are open to everyone who is interested or curious about becoming an officer and, while not required, may be helpful as you consider which positions would be a good fit for you. If you cannot make any meetings and have questions, please email us and we'll try to meet with you or answer the questions.

Below you will find a list of the open positions. If you are interested in an officer position we do not currently list or would like to give us your feedback on a new position, we encourage you to reach out to us.

To indicate your interest in the position, please submit an officer application; The deadline to submit your application is **Wednesday, April 30<sup>th</sup>**. The application is a way for us to get to know you and why you're interested in becoming an officer, as well as a chance for you to indicate your preference in officer positions. The application starts with two rows for your interested positions, but there is no limit, just add additional rows.

The Officer Application is available here:

[http://engineering.sdsu.edu/taubetapi/Downloads/TBP\\_Officer\\_Application.docx](http://engineering.sdsu.edu/taubetapi/Downloads/TBP_Officer_Application.docx)

## Officer Positions

All officer positions except "CESC Rep" and "Officer" are designed as a year-long position. If you have questions or unusual circumstances, let us know. We can usually accommodate you.

Five of the officer positions are elected and the others are appointed by the officers and the advisory board. Officer elections occur in spring. Appointments occur soon thereafter. Positions are open to all members and candidates.

If you are running for any of the elected positions (President, V.P., Corresponding Secretary, Recording Secretary, or Treasurer), be prepared to give a quick speech during elections that briefly describes your qualifications and why you would like to be elected for that position, also be prepared to answer any questions from your fellow Tau Bates about your election.

### **President (elected)**

The president is responsible for coordinating with the various officers, planning events, and conducting the organization within the current standards and traditions of Tau Beta Pi. This involves working with a diverse set of officers as well as working with the National Headquarters of Tau Beta Pi. The president will also have the opportunity to attend the National Convention that will be held in Rapid City, SD for a weekend in the Fall Semester.

### **Vice President (elected)**

The vice president is in charge of the advancement of the technical and professional education of the active members of our chapter. This involves coordinating the general body meetings, getting guest speakers, and helping the president with chapter operations. Additionally, as a direct representative for the president, the vice president will be interacting for events pertaining to both A.S. Meeting Services as well as the Student Life and Leadership office.

### **Corresponding Secretary (elected)**

The corresponding secretary is responsible for maintaining contact with National Headquarters through scheduled reports and other correspondences. Most reports occur once a year, and the reports involved with the membership process occur once per semester. A list of all of the reports and their due dates is available at the beginning of the year, and the reports mainly consist of data entry. Corresponding secretary is also responsible for coordinating material orders through headquarters.

### **Recording Secretary (elected)**

The recording secretary is responsible for documenting and announcing our chapter's activities. This position is responsible for keeping meeting minutes at chapter and officer meetings and interacting with our membership body through the chapter email account. The recording secretary works closely with the Announcement Coordinator to keep the membership informed of upcoming events.

### **Treasurer (elected)**

The treasurer is responsible for maintaining the chapter's finances. This position is responsible for creating and keeping the budget, keeping track of balances, expenses, and incomes in the TBP bank account, completing AS required training sessions, reimbursing officers for expenses, responding to invoices from headquarters, and keeping track of payments from candidates and members. Additional tasks include securing additional funding from the college, university, and other sources.

### **Cataloger**

The cataloger is responsible for keeping a record of our membership, past and present. This includes updating the attendance records for candidates and members in a timely manner after each event. Also includes tracking each candidate's progress through the membership process.

### **Announcement Coordinator (2 openings)**

The two announcement coordinators are responsible for informing the chapter about upcoming events through email. This includes working with event coordinators to compile event descriptions and information, as well as editing and proofreading the resulting announcement emails. The announcement coordinators work closely with the recording secretary and president to create a schedule for email announcements and adjust it as events and other announcements are added throughout the year.

### **Candidate Coordinator (2 openings)**

The two candidate coordinators are responsible for assisting candidates as they navigate the membership process. This includes touching base with candidates throughout the semester, ensuring they are aware of the requirements for membership, and being a welcoming face when candidates have questions or concerns about our process or their individual situations. Candidate coordinators work closely with the president to help officers and members get to know the candidates.

### **Master of Inventory (2 openings)**

The two masters of inventory are responsible for tracking the supplies and inventory of the chapter and being the primary points-of-contact for when officers need to access storage for event supplies. Tracking the existence of items in storage is the primary purpose (e.g. we have a lot of napkins and a bunch of plates), although a few items are actually counted (t-shirts, minibents, etc). Also includes coordinating with the president and other officers to perform occasional inventory and clean-up activities.

### **Member Coordinator (2 openings)**

The two member coordinators are responsible for assisting members in staying active and involved, especially as they transition from being candidates to members in the organization. This includes touching base with members throughout the semester, ensuring they are aware of the requirements for staying active, and encouraging members to stay involved. Member coordinators work closely with the president to help officers and members get to know the candidates.

### **Inter-Org Liaison (2 openings)**

The inter-org liaisons are responsible for organizing and hosting Inter-Org meetings. Inter-Org meetings are opportunities for all of the engineering organizations to come together and share problems, exchange solutions, and collaborate with one another. This includes representing Tau Beta Pi during meetings and bringing back information and learnings to the other TBP Officers.

### **Historian**

The historian is responsible for keeping a record of chapter events throughout the year. This includes taking and organizing pictures of events, summarizing the goings-on of the chapter, and ensuring sufficient project reports are completed by the chapter each year.

### **CESC Representative**

The CESC representative is responsible for all correspondence between TBP and CESC (College of Engineering Student Council). This involves attendance at all CESC meetings, reporting any relevant information at TBP officer meetings, and sharing any relevant TBP business with CESC. CESC meeting times are generally determined at the beginning of the academic year, and usually occur every other week.

*Note: This position will be decided at the beginning of next year (once meeting times and class schedules are known), but please indicate your interest now so you can be a part of any officer communication, planning, and activities over summer.*

### **Officer**

As an officer in Tau Beta Pi, you will be responsible for helping to determine the direction and goals for the chapter as well as assisting in the arrangement, coordination, and supervision of events throughout the academic year. Running an organization is a *team effort*, and as such, we ask that officers expect to contribute their ideas and help with their share of the work from time to time. This is an actual position (i.e. you can apply to be “Officer”), but we encourage you to find other positions you would be interested in as well!