

Chicago Chapter Committee Position Descriptions

- **Scholarship Chair: organize winter committee mtg; set goals for year; oversee all other scholarship activities**
 - Write letters to school contacts
 - Follow-up via phone/email with school contacts
 - Monitor website form results (interested candidates)
 - Create flyer for distribution
 - Create content for e-blast & web page
 - Panel of 3 or more to review applicants
 - Scholarship winner liason
 - Contact winner to inform of award and invite to a meeting for presentation of award
 - Contact state office for scholarship check
 - Prepare certificate for presentation
 - Organize fundraiser (with others)
 - Past events included NCAA bracket competition, mail-in raffle, dinner theater event, motivational speaker, other

- **Awards Chair: organize committee mtg; set goals for year; oversee all other awards activities**
 - Maintain list of chapter, state, and national awards on website
 - Create content for e-blast during nomination time periods (Oct 2011 and Jan 2012 for 2012 awards ceremony)
 - Panel of 3 or more to review applicants
 - Order award plaques for awards lunch/dinner
 - Promote winners in e-blast, website, event, and/or other

- **Mathcounts Chair(s): Run Chicago Mathcounts competition; present budget to board (already have chair people, just looking for liason)**
 - Chapter board liason
 - Create content for e-blasts
 - Volunteer request
 - Event announcement
 - Results/winners announcement
 - Update website with photos and news
 - Coordinate with Chairs to promote member coaches program

- **s.t.E.m. Outreach Chair: Coordinate s.t.E.m. activities with other associations**
 - Maintain list of student competitions and contact information
 - Update event news from student competitions and other STEM events
 - Announce volunteer opportunities and help connect engineer volunteers with organizations
 - Job Shadow Program
 - Career day speakers
 - Career fair presenters
 - Competition judges
 - STEM event help

- **E-week Chair: Coordinate E-week activities with other associations**
 - Engineers Week Dinner and Washington Award with Western Society of

- Engineers
 - Organize other events with regional E-week committee
- **Student Membership Chair: liason with UIC and IIT student membership; set goals for year; oversee student member activities**
 - Maintain contact with a liason at each campus
 - Identify event opportunities for student members only
 - Identify event opportunities for full membership at campus facilities
 - Create event flyers for distribution
 - Create event content for e-blast & web page
 - Goal of one event each semester.
- **Programming Chair: set programming goals for year with board**
 - Responsible for maintaining programming calendar (for board, on google documents site, and on website)
 - Responsible for coordinating volunteers for each event
 - Responsible for coordinating schedule of events to avoid overlap and other organization events
 - Responsible for tracking event planning/summary spreadsheets
 - Responsible for confirming that event feedback surveys, pdh certificates, and receipts are completed.
- **Communications Chair: set goals for year; oversee various Chapter communications**
 - Responsible for scheduling monthly board meetings and recording meeting minutes (distributed to attendees, posted in google document library, and send to state office)
 - Responsible for coordinating bi-monthly e-blast content (gather content, work with admin staff, archive on website)
 - Responsible for updating website content (or coordinating content addition by others) and monitoring
 - Responsible for coordination with state office to get events listed on calendar/ payment mechanism, in state email newsletter, and on state facebook/linkdin posts
 - Maintain key to downtown post office box
- **Treasury Chair: track budget and monthly finances; make deposits and pay bills**
 - Responsible for coordinating yearly budget update at board meetings (May, June)
 - Responsible for quarterly report to board on payments, receipts, and account balances (including balance +/- of each event) (Apr, Jul, Oct, Jan)
 - Responsible for semi-annual report on # of members served and average income per member (Jul, Jan)
 - Responsible for yearly report to state office and board on total income for tax-exempt status IRS electronic form submittal (Jul).
- **President Elect and Membership Chair: establish yearly goals, serve on state membership committee,**
 - Serve on state membership committee
 - Coordinate membership retention letters and phone calls
 - Coordinate yearly election process

- Help president with overall planning
- **President and Chapter Representative to State Board: establish yearly goals, attend state board meetings,**
 - Attend state board meetings
 - Generally oversee all committees and fill positions as needed
 - Represent chapter at events such as Mathcounts, E-Week events, and other functions as needed.