

Tau Beta Pi Cabinet Positions

All positions are open for next year: president, vice-president, corresponding secretary, treasurer, recording secretary, Engineering Student Council representative, cataloger, project officers, communications director, chapter improvement chair, initiation officer, graduate initiation officer, assistant initiation officer, corporate liaison, chapter survey officers. Summaries of the offices are below. For more information, contact the current chapter president.

President

Responsibilities

Planning and goal-setting for the year
Planning individual cabinet and general meetings
Running cabinet and general meetings efficiently and effectively
Overseeing and coordinating all chapter functions

Skills/Attributes

Responsibility
Planning/Goal-setting
People Management
Expectation of dedication from other officers and stronger dedication himself/herself
Determination for success
Robert's Rules of Order (can be taught if not already familiar)

Vice-President

Responsibilities

Assisting with all presidential responsibilities
Planning specific items (including convention travel, Engineering Futures and underclass scholarships)

Skills/Attributes

Planning/Goal-setting
Event Planning

Corresponding Secretary

Responsibilities

Coordinating all communication with TBP National Headquarters
Ensuring all reports are submitted on time

Skills/Attributes

Organization
Timeliness

Treasurer

Responsibilities

Tracking all incoming and outgoing chapter funds
Supervising chapter budgeting
Providing vouchers where needed

Skills/Attributes

Organization
Budgeting

Initiation Officer

Responsibilities

Planning and supervising all initiation activities

Skills/Attributes

Organization
Responsibility
Timeliness
Leadership

Assistant Initiation Officer

Responsibilities

Assisting the Initiation Officer with initiation activities

Skills/Attributes

Organization
Timeliness

Graduate Initiation Officer

Responsibilities

Assisting the Initiation Officer with initiation tasks and events, specifically those relating to graduate students

Skills/Attributes

Organization
Timeliness

Project Officers (4 – 2 elected each term)

Responsibilities

Planning/overseeing chapter service projects (large projects have their own committees)

Planning/overseeing chapter fundraising projects
Assessing feasibility of other projects proposed by the chapter

Skills/Attributes

Event Planning

Engineering Student Council Representative

Responsibilities

Participating actively in Engineering Student Council and representing the interests of Tau Beta Pi

Reporting to the chapter regularly regarding activities of the Engineering Student Council

Skills/Attributes

Comfortable actively participating in a large group discussion

Interested in other engineering student organizations and the College of Engineering as a whole

Cataloger

Responsibilities

Tracking points relating to active/distinguished membership

Maintaining lists of attendance at all cabinet, general, and committee meetings

Maintaining chapter email lists

Skills/Attributes

Organized

Understanding of basic database concepts (can be taught if not familiar)

Communications Director

Responsibilities

Compiling and sending weekly eBent newsletter

Organizing TBP displays at events such as club fest and Engineering Day at the Mall

Supervising upkeep of website

Overseeing maintenance of chapter bulletin boards

Publicizing chapter events as needed

Skills/Attributes

Good written communication

Reaching people effectively

Recording Secretary

Responsibilities

Taking minutes at all cabinet and general meetings
Ensuring attendance is taken at all cabinet and general meetings and given to cataloguer

Skills/Attributes

Organization
Listening/paraphrasing

Chapter Improvement Chair

Responsibilities

Leading the chapter improvement committee
Organizing events to increase member participation
Leading discussions of fundraising possibilities

Skills/Attributes

Communication
Event planning
Creativity

Corporate Liaison

Responsibilities

Conducting all communication with companies
Maintaining the list of corporate contacts
Coordinating events for companies to talk to the chapter about engineering issues

Skills/Attributes

Strong written communication

Chapter Survey Officer

Responsibilities

Ensuring pictures are taken at all chapter events
Obtaining project reports from the responsible individuals (anyone who planned any kind of event)
Compiling project reports into chapter survey

Skills/Attributes

Skill in motivating others to complete work and get it to you
Organization
Pacing (the chapter survey is easy if you collect and compile reports as the events occur but very difficult if you wait until the end)