

# **The Florida Eta Chapter of Tau Beta Pi Leadership Positions**

## **Requirements**

All leadership positions in the Florida Eta Chapter of Tau Beta Pi require each person to be familiar with the President's Book, Chapter Bylaws, and Tau Beta Pi Constitution. The team works together to accomplish all chapter goals. Biweekly officer meetings are held to discuss chapter business. Those who fill officer positions are required to attend officer meetings, member meetings, general body meetings, orientation meetings, electee meetings, and initiation ceremonies. At least one officer is required to attend the mandatory monthly Registered Student Organization (RSO) meetings held by the College of Engineering (COE). Those who fill chair positions are required to attend member and general body meetings; but additional chair attendance at other meetings varies by position. The entire leadership team is expected to attend as many additional Tau Beta Pi events as their schedule allows. These requirements are subject to change based on the incoming executive board.

## **Commitment**

The time commitment for each of the roles as an officer or as a chair position is about 5-15 hours per week. Officer positions are expected to be a larger time commitment than chair positions. Officer positions are registered with nationals, given more responsibility, and have chair positions reporting to them. Chair positions were created to assist officers with carrying out additional tasks, and to be the head of one or more committees. There are stated committees under each chair position.

## **Eligibility**

All active Tau Beta Pi members are eligible for leadership positions. Active membership is determined by attendance at member meetings. One is declared an inactive member if they miss two member meetings without a valid excuse, and would have received notice of the change in membership status.

## **Officer Positions**

### **President**

The President oversees all organization operations. The President is a part of the Advisory Board.

*Per the Bylaws:*

- The President shall be this Chapter's delegate to the Convention of the Association.
- The President shall be an ex-officio member of all committees.
- The President shall see that each officer and committee chair is familiar with the specific duties for which each is responsible. A list of each chair and officer's duties shall be placed in the Recording Secretary's notebook and the President's Book.
- The President and the Vice President shall pay a courtesy call on the Dean of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the

College. The substance of such discussions shall be reported to the Chapter at the next meeting.

- The President shall cooperate with the Director of Tau Beta Pi District 5 and shall encourage the Chapter members to participate in the District's activities.
- Attendance of active members shall be required at all regular, scheduled meetings of the Chapter, unless excused by the President, in writing, before the meeting, unless the excuse is illness or a class scheduled.
- The President shall call a meeting of the Advisory Board at the beginning each semester.
- The President shall appoint the chair and members of the following committees: Membership, Initiation, Social Activities, and such other committees as the Chapter shall desire and establish.
- As early as possible after committee appointments are made the President shall familiarize each committee chair with a list of his or her specific duties and responsibilities.
- The President shall direct the membership committee to have sufficient letters of notification of election prepared in advance of the Election Meeting. These letters should be signed by the President, addressed to the electees, and mailed within six hours of the Election Meeting.
- At the first meeting of electees, the President shall explain the requirements, objectives, and activities of the Association and of the Chapter. Those electees desiring to accept election shall formally state their acceptance, in writing, in a letter addressed to the President.
- Shortly after the Election of Officers Meeting a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year.

The remaining duties of the President are as follows:

- Works with both FAMU and FSU to become an established RSO
- Ensures the organization follows university policies
- Speaks publicly for the organization
- Upholds the organization reputation with high standard
- Works with the College of Engineering to reserve space for events
- Submits all paperwork for major events such as general body and member meetings
- Delegates tasks to all leadership positions through an ongoing to do list
  - Ensures each position has the resources they need to fulfill their responsibilities
- Plans and facilitates general body, member, and officer meetings
  - Creates PowerPoints for member meetings
- Creates chapter goals at the beginning of the year, to be voted on at the first member meeting
  - Researches and applies for national awards based on achieved chapter goals
- Works with the Advisory Board and Historian to update chapter Bylaws
- Creates and maintains a chapter calendar keeping track of all important dates and deadlines
- Updates all chapter documents
- Finds advisors, utilizes them for advice, and keeps them in the loop
- Assists Vice President with planning orientation meetings, electee meetings, and the initiation ceremonies

- Updates candidate packet
- Works with the Treasurer to oversee chapter funds
- Reviews and submits all Chapter Project Reports throughout the year

## **Vice President**

The responsibility of the Vice President is to assist the President in overseeing the organization. The Vice President is a part of the Advisory Board.

*Per the Bylaws:*

- The President and the Vice President shall pay a courtesy call on the Dean of Engineering early in the fall term to discuss ways in which the Chapter may be of service to the College. The substance of such discussions shall be reported to the Chapter at the next meeting.

The remaining duties of the Vice President are as follows:

- Serves in the President's place if they cannot be present
- Assists the President in any necessary tasks
- Creates PowerPoint presentations for general body meetings
- Oversees all initiation procedures
  - Creates 12-week initiation schedule including all important dates and deadlines
  - Works with the Membership Chair to identify list of eligible candidates within the first week of each semester
  - Plans the orientation meetings, electee meetings, and initiation ceremonies
  - Works with the Treasurer and Recording Secretary to order any necessary informational materials
  - Works with the Corresponding Secretary to submit report of eligible candidates and notify them after headquarter approval, inviting them to the orientation meeting
  - Facilitates the orientation meetings
  - Works with the Corresponding Secretary to send out candidate packets
  - Works with the Historian to conduct candidate voting
  - Works with the Corresponding Secretary to submit report of electees and notify them after headquarter approval
  - Facilitates the electee meetings
  - Works with the Treasurer to order initiation materials, including catering
  - Works with the Historian to ensure the chapter is following national ritual at initiations
  - Facilitates the initiation ceremony
- Oversees the Historian and Membership Chair

## **Corresponding Secretary**

The Corresponding Secretary is in charge of maintaining external communications. The Corresponding Secretary is a part of the Advisory Board.

*Per the Bylaws:*

- The Corresponding Secretary shall notify each active member and Advisor of the time,

- place and purpose of each Chapter meeting at least a week in advance of the meeting.
- The Corresponding Secretary shall serve as a Secretary of the Advisory Board.
- A majority vote of the active membership shall be required to change any fees or dues or to levy any assessment (See FEB-III, 2 and FEB-IV, 11). Within one week the Corresponding Secretary shall inform the Secretary- Treasurer of the Association of any changes in amounts of the Chapter's initiation fee, dues or assessments.
- The Corresponding Secretary shall send a copy of the Bylaws as amended to the Secretary- Treasurer of the Association within two weeks after an amendment is adopted.

The remaining duties of the Corresponding Secretary are as follows:

- Ensures all chapter reports are completed by the given national deadline
  - Notifies officers when they need to complete a chapter report
- Creates Chapter Project Reports for all events planned and executed by the President and Vice President
- Keeps current members updated on upcoming events
- Works with the Marketing/Recruitment Chair to create a monthly newsletter, sent out to our current members on the same day of each month
  - Responsible for including all information recapping the month prior
- Emails current members a reminder before and a summary following each member meeting
- Works with the Vice President to maintain communications with candidates and electees
  - Sends out orientation meeting invite
  - Sends out electee meeting invite
  - Sends out initiation ceremony invite
- Maintains email communications with nationals and remains up to date on any concerns
- Completes all national recording paperwork
  - Active member roster
  - Eligible candidate roster
  - Electee roster
- Works with the Recording Secretary to notify inactive members of their change in membership status
- Responds to all mail in the chapter email inbox, unless directly addressed to someone else
- Oversees the Community Outreach and Marketing/Recruitment Chairs

### **Recording Secretary**

The Recording Secretary is in charge of maintaining internal organization.

*Per the Bylaws:*

- The Recording Secretary shall see that each candidate accepting election receives copies of The Constitution and Bylaws and Eligibility Code of the Tau Beta Pi Association, Information About Tau Beta Pi, these Bylaws, and other materials as the Chapter may deem desirable.

The remaining duties of the Recording Secretary are as follows:

- Takes meeting minutes at member meetings and officer meetings

- Takes attendance at all meetings and events
- Collects and updates active member information
- Collects and updates inactive member information
- Keeps record of member excuses for mandatory events
- Notifies inactive members of their status change immediately following each member meeting
- Organizes all documents within the Google Drive
- Checks the organization's mail in Student Services biweekly
- Keeps inventory of and organizes the RSO cabinet
- Works with Treasurer to place orders on any materials running low
- Oversees the Social Events and Member Development Chairs

### **Treasurer**

The Treasurer is in charge of keeping track of all organization funds.

*Per the Bylaws:*

- Shortly after the Election of Officers Meeting a committee composed of the President, President-elect, Treasurer, and Treasurer-elect shall prepare an operating budget for the next year.

The remaining duties of the Treasurer are as follows:

- Creates and proposes a budget at the beginning of each semester, to be voted on at each first member meeting
- Manages organization bank account
- Maintains ongoing monthly expense report
- Maintains semester long budget report
- Collects and keeps track of one-time membership dues for electees
- Works with the Vice President to order orientation meeting and initiation materials
- Works with the Recording Secretary to order materials necessary to maintain inventory
- Works with the Fundraising Chair regarding any company sponsorships
  - Creates a sponsorship letter, used as a template for each potential sponsorship
- Works with Social Event and Community Outreach Chairs for event funding
- Works with the Fundraising Chair and both universities to obtain RSO funding
- Accesses new member dues from national funds following each initiation
- Organizes food options for member meetings, general body meetings, orientation meetings, initiation ceremonies, and the end of year banquet
- Oversees the Fundraising Chair

### **Chair Positions**

#### **Community Outreach Chair**

The community outreach chair will organize and attend at least three volunteering events per semester. The Community Outreach Chair reports to the Corresponding Secretary. The responsibilities are as follows:

- Researches organizations in the community who take volunteers
- Plans the date, time, and location of community outreach events
  - Attends all community outreach events
- Works with the desired location for approval
- If event requires funding, works with the Treasurer on a proposed event budget
- Works with the Marketing/Recruitment chair to develop graphics for events
- Researches and applies for national awards based on achieved chapter project goals
- Creates Chapter Project Reports for all events planned and executed
- Head of the Outreach Committee
  - Delegates tasks to committee members that suit their strengths

Committees: Outreach

### **Fundraising Chair**

The Fundraising Chair will organize and attend at least one fundraising event and Share-It night per semester. The Fundraising Chair reports to the Treasurer. In addition, they continuously seek out new opportunities to raise money for our organization. The responsibilities are as follows:

- Plans the date, time, and location of fundraising events
  - Attends all fundraising events
- Contacts local restaurants who offer Share-It nights
- Works with COE and FSU for event approval, depending on the fundraiser
- Works with the Treasurer and both universities to obtain RSO funding
- Finds new companies who may be interested in sponsoring our organization
- Maintains on-going communication with companies who offer sponsorships
- Creates Chapter Project Reports for all events planned and executed
- Head of the Fundraising Committee
  - Delegates tasks to committee members that suit their strengths

Committees: Fundraising

### **Historian**

The Historian studies and preserves important Tau Beta Pi materials and policies. The Historian reports to the Vice President. The duties of the Historian are as follows:

- Reads and outlines the Tau Beta Pi President's Book
- Reads and outlines the Florida Eta Chapter Bylaws
- Reads and outlines the Tau Beta Pi Constitution
- Studies and preserves archival materials
- Works with the President to update the Florida Eta Chapter Bylaws
- Ensures the Florida Eta chapter follows national Tau Beta Pi policies
- Attends the orientation meeting, electee meeting, and initiation ceremony each semester
- Works with the Vice President to ensure ritual is followed during the initiation ceremony
- Organizes and leads all chapter voting procedures
  - Voting takes place for electing officers/advisors, proposing a new budget, changing the initiation fee, changing the Bylaws/Constitution, and electing

candidates

- Works with the Membership Chair to plan at least two Bent Polishing events per semester for candidates
- Head of the Initiation Committee
  - Delegate tasks to committee members that suit their strengths

Committees: Initiation

### **Marketing/Recruitment Chair**

The Marketing/Recruitment Chair maintains and updates our virtual platform. The Marketing/Recruitment Chair reports to the Corresponding Secretary. The duties of the Marketing/Recruitment Chair are as follows:

- Plans and attends the FAMU, FSU, and COE involvement fairs
- Keeps the chapter website, Instagram, and Nole Central page up to date
  - Works with the Social Event and Community Outreach Chairs to create graphics for each planned event
  - Creates an event on each platform for each planned meeting
- Creates a Facebook and LinkedIn Page
- Stays active in the organization GroupMe
- Networks with other Tau Beta Pi chapters and COE organizations through social media to stay active and engaged
- Works with the Corresponding Secretary to create a monthly newsletter, sent out to our current members on the same day of each month
  - Responsible for making it visually appealing
- Works with MARCOM to increase campus recognition
  - Place posters around the school
  - Hold tabling events
- Creates Chapter Project Reports for all events planned and executed
- Head of the Marketing and Recruitment Committees
  - Delegates tasks to committee members that suit their strengths

Committees: Marketing, Recruitment

### **Member Development Chair**

The Member Development Chair organizes events that will enhance each member's personal growth. This position will report directly to the Recording Secretary. The Member Development Chair is expected to:

- Be the liaison between Tau Beta Pi and Career Services
  - Works closely with the FAMU-FSU College of Engineering FSU Career Center Liaison to conduct professional development workshops
- Be the liaison between Tau Beta Pi and potential companies willing to partner
  - Researches companies who may have interest in working with us
  - Reaches out to company representatives through Nole Central, LinkedIn, and email
  - Discusses potential partnerships with company representatives at the Fall and

### Spring FAMU-FSU College of Engineering Career and Internship Fair

- Works with the President to host companies at our general body meetings
- Researches and plans one event with Engineering Futures per semester
- Researches and plans events that Tau Beta Pi nationals offers
- Maintains contact with alumni
- Creates Chapter Project Reports for all events planned and executed
- Head of the Member Development and National Events Committees
  - Delegates tasks to committee members that suit their strengths

Committees: Member Development, National Events

### Membership Chair

The Membership Chair ensures that the responsibilities of the Membership Committee listed in the Bylaws are fulfilled. This position reports directly to the Vice President.

*Per the Bylaws:*

- The membership committee shall periodically consult with the chairs of the various engineering departments to determine the names of graduate students, alumni, faculty members and others who may be eligible for membership under the provisions of C-VIII, 3-6.
- At the election meeting the membership committee shall make recommendations based on the candidates' participation in their assigned projects.
- The names of eligible candidates will be submitted to the Chapter membership in groups by the membership committee along with the committee's favorable recommendation for each candidate in the group. The size of the groups shall be determined by the membership committee.
- Each candidate removed from a group and candidates who did not receive a favorable recommendation from the membership committee shall be considered separately after all groups have been voted on. Each name shall be presented for discussion and voted on before the following name is considered.

The remaining duties of the Membership Chair are as follows:

- Within the first week of each semester, identifies list of eligible candidates
- Works with the Vice President to have a set schedule of Character Evaluation Events prior to the Orientation Meeting
- Works with the Historian to plan at least two Bent Polishing events per semester for candidates
- Creates a GroupMe for Candidates prior to the Orientation Meeting each semester and answers any questions they may have during Character Evaluation
- Keeps track of all submitted initiation materials (candidate packets, membership acceptance cards)
- Creates Chapter Project Reports for all events planned and executed
- Head of the Membership Committee
  - Delegates tasks to committee members that suit their strengths

Committees: Membership

## **Social Events Chair**

The Social Events Chair will organize and attend at least one social event per month each semester. The Social Events Chair reports to the Recording Secretary. The responsibilities are as follows:

- Plans the date, time, and location of the events
  - Attends all social events
- Works with the location for approval of the events
- Submits COE event requests for each desired event
- If event contains food, submits FSU event request forms through Nole Central
- If event requires funding, works with the Treasurer on a proposed event budget
- Works with the Marketing/Recruitment chair to develop graphics for events
- Plans annual Tau Beta Pi banquet
  - Including the itinerary, venue, and date/time
  - Works with the Treasurer to organize catering options
  - Works with the Associate Dean to survey the entire college for Excellence in Teaching Award nominations
  - Creates voting procedure to nominate those deserving of End of Year Member Awards
- Creates Chapter Project Reports for all events planned and executed
- Head of the Social Events and Banquet Committees
  - Delegates tasks to committee members that suit their strengths

Committees: Social Events, Banquet

## **Committees**

**Banquet:** The Banquet Committee assists the Social Events Chair in planning the annual Florida Eta Banquet at the end of the spring semester.

**Fundraising:** The Fundraising Committee assists the Fundraising Chair in increasing the funding for our organization. The Fundraising Chair will delegate tasks to committee members, such as planning/attending fundraising events and researching new funding opportunities.

**Initiation:** The Initiation Committee reports to the Historian and helps them to plan the initiation ceremony held each semester.

**Marketing:** The Marketing Committee assists the Marketing/Recruitment Chair in managing our virtual platform. The Marketing/Recruitment Chair will delegate tasks to committee members, such as creating graphics, updating the website, putting up posters, etc.

**Member Development:** The Member Development Committee assists the Member Development Chair in planning workshops and events that enhance each individual member's personal growth. These workshops can work to develop both hard and soft skills.

**Membership:** The Membership Committee ensures that the responsibilities listed in the Bylaws are fulfilled.

**National Events:** The National Events Committee assists the Member Development Chair with planning national Tau Beta Pi organized events. The Member Development Chair will delegate tasks to committee members, such as planning the Engineering Futures workshop and conducting research on any other events the national Tau Beta Pi Association may offer.

**Outreach:** The Outreach Committee assists the Community Outreach Chair in planning volunteering events amongst the community and within our universities.

**Recruitment:** The Recruitment Committee assists the Marketing/Recruitment Chair in recruiting new members into our organization and increases our recognition at both universities. The Marketing/Recruitment Chair will delegate tasks to committee members, such as helping plan for involvement fairs, attending involvement fairs, and attending tabling events.

**Social Events:** The Social Events Committee assists the Social Events Chair in planning fun bonding events for Tau Beta Pi members.