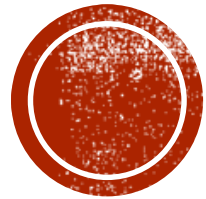


INTERESTED OFFICERS MEETING

Wednesday April 2nd, 2014

6pm in Tong - ECB





ELECTIONS: APRIL 23RD



PRESIDENT

10-15 hours
per week

- Prepare and run general meetings
- bmes@cae.wisc.edu account
 - General emails
 - This Week in BMES...
- Primary University Contact: BME Department, SLC, WIN, CFII
- Assist officers with various tasks, events
- Ensure organization is running “smoothly”
- Work closely with VP
- Chapter Development Report



VICE PRESIDENT

10-15 hours
per week

- Lead officer team, keep all officer events and planning on track
- Plan and run all **officer meetings**
 - Collect status reports prior to meetings, create agenda
- Plan **Conference trip** in the fall semester
- Setup and manage the Google calendar
- Book rooms, schedule meetings/office hours
- Write up funding grants, go to grant hearings
- Work **closely with President**



SO YOU WANT TO BE TREASURER...

3-4 hours
per week

- First of all, great choice.
- Secondly, you'll have a lot of responsibilities:
 - Fundraising
 - Maintaining the books for both accounts
 - Working closely with officer team to plan/fund events
 - Working with Industry Relations chair on sponsors
 - Assisting with new member signups
 - Ordering pizza for the meetings (crucial)
 - Other miscellaneous duties
 - Working with the SLC
 - T-shirt sales



SECRETARY

1-2 hours
per week

- Maintain the national membership registry
- Write meeting minutes
 - For both officer and general meetings
 - Have turned in within 24 hours after meeting
- Plan banquets
 - Fall – officers and distinguished members
 - Spring – officer, distinguished members, and faculty
- Manage the office in ECB
 - Clean and take inventory
 - Post office hours
 - Check mailbox weekly



OUTREACH CHAIR

2-3 hours
per week

- Responsible for organizing and coordinating all volunteer events for BMES
 - Food Pantry
 - Science Olympiad
- Set up drivers and rides to all off-campus destinations
- Look for new opportunities for members to volunteer



OUTREACH CHAIR - HABITAT

LOTS OF
TIME!

- Responsible for organizing the national Habitat for Humanity trip over winter break
- Main communicator for our group and national Habitat affiliates
- Ensure all forms are filled out correctly and work with the rest of the board to plan trip
- Risk Management, SLC, ASM



INDUSTRY RELATIONS CHAIR

1-2 hours per
week + work
over breaks

- Set up speakers for general meetings
 - Industry, med school, etc.
- Plan industry trips
- Compile resume booklet and distribute to speakers
- Work with Treasurer on sponsors
- JSM and Kaplan discounts/sponsorship



SOCIAL CHAIR

2-3 hours
per week

- Organize fun events that give members an opportunity to interact in a social setting
- It's your job to help people forget about school and have fun with their friends
- Must be outgoing and willing to create events for all ages and interests
- Plan and run the Brewer's Game trip in the spring



DEPARTMENT RELATIONS CHAIR

1-3 hours
per week

- **Goal of Position:**

- Serve as liaison between BMES and BME-GSA
- Provide undergraduates with information about research, graduate school, and professional preparation
- Facilitate meetings with faculty

- **Duties:**

- Attend BME-GSA meetings
- Organize and hold Lab of the Month
- Organize department-wide social
- Promote research opportunities on and off campus



CAMPUS INVOLVEMENT CHAIR

2-3 hours
per week

- Organize events for BMES to be active on campus both within engineering and beyond!
 - E-Bash and E-week
 - Engineering Expo (every 2 years)
 - Org Fair
 - IM Sports
 - Relay 4 Life
 - Trick-or-Treat for cans
 - And more!
- Still an open-ended role
- Fun as it's a little bit of social, outreach, and recruitment all mixed into one position



WEBMASTER

1-3 hours
per week

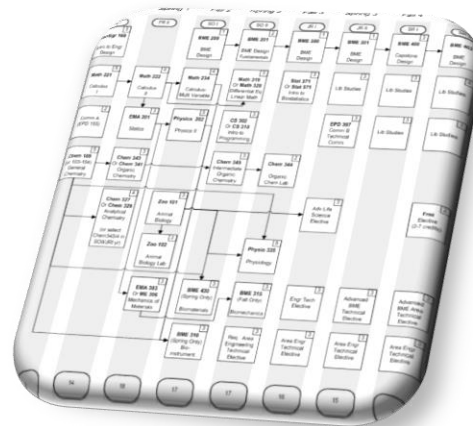
- Keep website updated
- Meeting minutes, links, bios/photos, newsletter, database, office hours, constitution
- Train and assist other officers with Webport, the website event tool
- Promote officer use of Twitter, Facebook, etc. at events
- Troubleshooting and expansion of website functions
- Basic knowledge of HTML, other languages helpful (PHP, SQL)
- Previous webmasters and other officers can help



CRUISE CHAIR

1-3 hours
per week

- **Counseling and Resources for Undergraduates In Science and Engineering**
- **Main Goal:** Be a resource for undergraduates in BMES and the go-to person for questions or concerns about everything BME.
- **Duties/Events**
 - Workshops
 - Class Advising
 - Application Essay
 - Resume Building
 - Kickoff Cookout
 - Mentorship Program



DIVERSITY CHAIR

1-2 hours
per week

- Responsible for organizing academic and social events to celebrate diversity of BME dept. and enhance experience of underrepresented students
- Serve as the chair of the BME Diversity Committee, which works in conjunction with BMES and the BME dept. to hold events
- Contact Kevin Beene with any questions! (kbeene@wisc.edu)



FRESHMEN REPRESENTATIVE

1-2 hours
per week

- Creating the Underclassmen event
- Support other officers with their events
- Attend events to bring in other underclassmen
- Opportunity to influence direction of society



COMMUNICATIONS CHAIR

1-2 hours
per week

- Advertise general meetings and other BMES events (flyers, chalking, etc.)
 - Flyers around Engineering, Chem, dorms
 - Ad in Daily Cardinal for kickoff
- Compile, edit, print and distribute the annual newsletter to students, faculty, alumni, and donors



NEXT STEPS

- Talk to the current BMES officers about the positions you're interested in
 - Email, Facebook, general meetings
- Contact Carie at fantl@wisc.edu
 - Tell her what you're interested in
 - Nominate yourself for a specific position
 - Nominate a friend!

