INTERESTED OFFICERS MEETING

Wednesday April 2nd, 2014
6pm in Tong - ECB
ELECTIONS: APRIL 23RD
PRESIDENT

- 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

10-15 hours per week
VICE PRESIDENT

- 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**

10-15 hours per week
SO YOU WANT TO BE TREASURER...

- 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

3-4 hours per week
SECRETARY

- 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

1-2 hours per week
OUTREACH CHAIR

- 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

2-3 hours per week
OUTREACH CHAIR - HABITAT

- 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

LOTS OF TIME!

Habitat for Humanity of Dane County, Inc.
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

- 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!