Responsibilities

President

The President shall represent the chapter and be responsible for all business concerning the chapter. The President shall have full power in the management and business of the chapter and shall set and establish all policy of the chapter and/or other functions or activities under the direction of this chapter. The President shall also be the official spokesperson for the chapter, manage the other operation officers and manage the day-to-day affairs of the chapter.

Vice President

The Vice President shall assist the President in all business concerning the chapter and shall act as a President Pro Tempore in the latter’s absence. The Vice President will also be in charge of the internal/external affairs of the chapter (campus relations, social activities, industrial relations, company tours, etc.)

Administrative Assistant

The Administrative Assistant will take the minutes of the meeting and post them. The Administrative Assistant will also oversee sending out email reminders through Orgsync. He/she will be responsible for registering the organization with the university each academic year and for tallying the election votes. The Administrative Assistant will be responsible for all external and internal correspondence.

Treasurer

The Treasurer will keep books and records on money received and disbursed. The Treasurer will make quarterly financial reports listing all liabilities and assets of the organization to the Executive Board and the general membership. It will be the Treasurer’s responsibility to present annual budget and complete financial report to the Executive Board. The Treasurer will oversee the process for funding from The Student Government Association.

Media Specialist

The Media Specialist will keep and make available photographic records of general meetings, executive meetings, socials, and any other SHPE activities. The Media Specialist will create promotional/informational/entertaining content for the organization including but not limiting to: templates, posters, fliers, videos, songs, etc. The Media Specialist will oversee maintenance of SHPE social media channels as well as maintaining the website.

Sergeant-at-Arms

The duties of the Sergeant-at-Arms are to make sure the meetings stay in order and keep members focused on the topics being discussed.
**Outreach/Noche de Ciencias Chair**

The Outreach/Noche de Ciencias Chair will schedule and promote events geared towards promoting STEM related activities in the community. The Outreach/Noche de Ciencias Chair will also be in charge of planning and carrying out yearly or bi-yearly Noche de Ciencias events. This includes filling out all the forms for national funding.

**Social Chair**

The Social Chair shall schedule chapter development events that promote chapter unity and team building. The Social Chair will assure these events take place when the majority of members are available. It will be the Social Chairs’ responsibility to create social media events for said events.

**Academic Chair**

The Academic Chair will oversee promoting study days and academic activities. The Academic Chair shall be responsible of reaching out to tutors and mentors. With the help of the Advisor, the Academic Chair will help members improve scores through school and peer resources.

**SHPE Jr. Chair**

The SHPE Jr. Chair shall meet with the SHPE Jr. members at least bi-weekly. It is the SHPE Jr. Chairs’ responsibility to set up presentations and activities for the SHPE Jr. members regarding different types of engineering disciplines. The SHPE Jr. Chair will also oversee promoting unity between the SHPE Jr. and the Wichita State Chapter SHPE chapter.

**Fundraising Chair**

The Fundraising Chair will propose multiple fundraising events to the chapter. The Fundraising Chair shall oversee scheduling fundraising events that the chapter decides on. It is the Fundraising Chairs’ responsibility to contact restaurants and businesses for fundraising purposes.