

SCE Officer Positions

General Officer Duties

All officers of the Chapter shall:

- Attend all General Meetings and Officer Meetings
- Attend WOW and Open House
- Attend a community service event and social/technical event per quarter
- Assist in facilitating CE 111 during Fall Quarter, if needed
- Assist in publicizing SCE events
- Assist in taking photos and videos at SCE events

President

High Workload

The President is the face of SCE and leads the direction of the club. To hold this position, you must have previously held an SCE officer position. The President shall:

- Have general supervision over the affairs of the Chapter.
- Preside over General Meetings, Officer Meetings, and Executive Committee Meetings.
- Represent the Chapter at all appropriate meetings at the Chapter, Local, Branch, Section, Zone, and National levels of ASCE.
- Assume overall responsibility for the Chapter, its activities, and achievements of goals set forth by the Officer Board.
- Be ex-officio member of all committees and projects to ensure goals are met and group rapport is maintained.
- Be available to officers and other Chapter members in need of assistance.
- Maintain good rapport and frequent contact with the Faculty Advisor(s), the Civil and Environmental Engineering Department, the Dean of the College of Engineering, Associated Students Inc., and the Engineering Student Council.
- Coordinate attendance at the ASCE National Convention and the Workshop for Student Chapter Leaders.
- Coordinate activities during the Week of Welcome with the CE/ENVE Department, Concrete Canoe, and Steel Bridge.
- Facilitate SCE Weekly Announcements.
- Coordinate the design and purchase of club t-shirts, officer polos, nametags, and officer gifts.

Executive Vice President

High Workload

The Executive Vice President assists in leading the overall direction of the club and coordinates all professional development events throughout the year. Most importantly the Executive Vice President coordinates the annual Civil and Environmental Engineering Career Fair. Your job begins as soon as you are back in school with updating the company invitations, contact list, volunteers, and every other detail of the event. This is a very large commitment as the Career Fair is our primary source of fundraising for the club. You need to be organized, extremely good at delegating, able to conduct professional emails, and be assertive in order to get the job done and limit the number of problems that occur. The Executive Vice President must have previously held a position as an SCE officer or committee member. The Executive Vice President shall:

- Coordinate the annual Civil and Environmental Engineering Career Fair.
- Be available to officers and Chapter members in need of assistance.
- Assist the President in monitoring Chapter activities and committee accomplishments.
- Assist the President in decision-making.
- Organize professional development events (Career Fair Prep Night, Speed Interviews, Resume Review, LinkedIn photos, etc.).
- Host club study hours and PASS Parties to assist with registration.
- Perform the duties of the President in the President's absence in addition to all the aforementioned duties.

Vice President of Events

High Workload

VP of Events needs to be organized, excited and prepared to do a lot of planning with other clubs and professional organizations. This position takes a good amount of time, so make sure you have plenty available in your schedule. It may require you to make cold calls to companies for site tours. The Vice President of Events shall:

- Organize educational and social field trips.
- Coordinate company firm tours and site visits.
- Coordinate professional and social events with the SLO Branch YMF & ASCE Chapter.
- Chair the Events Committee.

Vice President of Community Service

Medium/High Workload

As the community service officer, you are in charge of coordinating and supplying an activity for any outreach event. This includes Building Big and Building an Engineer days. There are also a few other volunteer opportunities outside of K-12 outreach that you are in charge of like Make a Difference Day, Wildflower, and any other volunteering opportunities you see fit. All of these events take a good amount of coordinating, organization, and communication skills. You should have a genuine excitement for helping others and be motivated to get SCE members excited about volunteering as well. The Vice President of Community Service shall:

- Coordinate community service opportunities.
- Lead local school outreach program during Engineer's Week.
- Be liaison with local Elementary, Middle, and High Schools.
- Coordinate Open House activities.
- Organize a long-term community service project, if desired.
- Chair a Community Service Committee, if desired.

Treasurer

Medium/High Workload during Career Fair, winter retreat, and PSWC

The Treasurer does all budgeting for the club and provides guidance to all officers while precisely keeping track of their budgets (especially those planning large events). This person must be prepared to be in frequent contact with our club faculty advisors and ASI to get reimbursement requests processed and to manage club funds. A strong sense of ethics and organization is important for this position. To hold this position, you must have previously held an SCE officer position. The Treasurer shall:

- Be responsible for preparing the operating budget of the Chapter.
- Take charge of all receipt reimbursements of the Chapter.
- Manage the prompt payment of bills.

- Keep accurate records of chapter expenditures and liaison with ASI concerning Chapter funds.
- Annually assess fundraising needs and bring needs to the attention of the Board of Officers.
- Meet with the members of the Executive Board to update and adjust spending on a quarterly basis.
- Provide a detailed updated budget to the Board of Officers on a quarterly basis.
- Practice good business sense in general and hold the best interest of the Chapter paramount.

Mentorship Chair

Med/High Workload

The Mentorship Chair is responsible for coordinating and maintaining mentor and mentee pairs. There is a significant amount of planning that must be done during the summer and early in the fall quarter. Throughout the year, you will put on social events to give the pairs an opportunity to connect with each other, as well as other members in the program. Academic events like study hours will also be your responsibility. You will also need to have good communication, delegation, and leadership skills to chair the mentorship committee. The Mentorship Chair shall:

- Be responsible for the Chapter's mentorship program and its activity throughout the academic year.
- Serve as the connection between lower and upper classmen.
- Plan events in conjunction with the VP of Events and the VP of Community Service.
- Chair the Mentorship Committee.

Recording Officer

Med/High workload when working on the Annual Report. Low/Med workload after Annual Report is submitted.

The Recording Officer serves as a secretary to SCE and compiles our Student Chapter Annual Report. This report documents all our club's activities for the previous year and makes us eligible for student chapter awards from ASCE national. The Recording Officer shall:

- Take and distribute meeting minutes at Board of the Officers Meetings.
- Compile the Chapter Annual Report to be submitted to ASCE by February 1 each calendar year.
- Document the activities of the chapter to be included in both the current and upcoming Annual Report.
- Ensure that information collected from January through June for the following year's Annual Report is written, organized and sufficiently thorough to facilitate a smooth transition with the next Recording Officer.

Conference Coordinators (2 Officers)

Workload increases from Med to High until PSWC in April.

As Conference Coordinator, you will have the opportunity to plan one of the largest, most attended SCE events of the year! The position consists of a team of three coordinators with two representatives from SCE and one from SENVE. The coordinators keep in contact with the host school regarding new information, registration requirements, and events. They then convey this information to the attendees, also working closely with ASI for all paperwork required through the school. Great time and budget management, organizational skills, and determination are required for this position. The two Conference Coordinators shall:

- Coordinate school and individual registration for PSWC.
- Coordinate transportation to, from, and at conference.
- Coordinate hotel and team dinner accommodations.
- Recruit, organize, and guide conference teams and team captains.
- Coordinate Cal Poly conference team t-shirt production.
- Liaison between SCE and the host university in all applicable matters.
- Maintain and promote the spirit of conference.
- Update list of awards received and rotate trophies in trophy case.

Corresponding Officer

Medium Workload

The Corresponding Officer coordinates meeting speakers for the general meetings. This includes reaching out to past speakers and cold calling to find new ones in order to ensure that there is variety in the speakers and companies, and that they represent all the CE disciplines. You are also responsible for taking the meeting speakers out to dinner before the meeting and following up with them afterwards.

The Corresponding Officer shall:

- Recruit speakers for the General Chapter Meetings.
- Take speakers out to dinner before the General Chapter Meetings.
- Introduce speakers at each meeting and thank them at the end of their presentation, providing them with a gift on behalf of the club.
- Maintain the SCE letterhead and send thank you letters to all General Chapter Meeting speakers.
- Maintain a log of all past and potential future speakers.

Social Director

Medium Workload

The Social Director is responsible for purchasing food and drinks at all general meetings, officer meetings, and events. Ideally this means you would have a car and some sort of credit card to make purchases and be reimbursed by the club, but it's not a requirement. The Social Director also organizes the First General SCE meeting, which is always a BBQ event, and also plans the End of the Year Banquet that occurs at the end of the school year. Finally, to encourage people to branch out within the club, the Social Director plans short fun games to do at General Meetings. The Social Director shall:

- Organize the Welcome Back BBQ at the first General Chapter Meeting.
- Coordinate food and beverages for all General Chapter and Board of the Officer Meetings.
- Organize the End of Year Banquet and slideshow presentation.
- Create and direct social activities before every General Chapter Meeting.

Membership Director

Medium Workload in the Fall, Low workload after Fall Quarter

The membership director coordinates the SCE discount card, member registration and club apparel items. This person is expected to be able to spend time in SLO over summer to reach out to local businesses in person and get them on the discount card. This person should also be ready to work with local screen-printing companies to design and sell SCE apparel. The Membership Director shall:

- Coordinate with the Treasurer and President about membership dues and registration process.
- Maintain the membership database.
- Design and organize the SCE discount card.

- Design and sell SCE merchandise.

Publicity Director

Low/Med Workload

The publicity director is in charge of documenting SCE events and creating a social media presence for the club. This person should enjoy attending events, taking photos, and be comfortable with frequently posting to social media. The Publicity Director also creates a photo scrapbook at the end of the year that summarizes the events for the year and orders a scrapbook via Shutterfly or another equivalent service. The Publicity Director shall:

- Update and maintain the club sandwich board.
- Serve as primary photographer & videographer at club events.
- Establish and maintain a social media presence for the Chapter (through Facebook, Snapchat, Instagram, etc.)
- Post photos and videos to Facebook and other social media platforms.

Sports Director

Med/High when coordinating golf tournament, Low/Med workload otherwise

This position requires you to act as manager and coach of the various SCE intramural teams. As sports director you will sign SCE up for intramural sports each quarter and oversee the team throughout the season. Attendance to all of the IM sports games is highly recommended. You don't have to be good at sports, just willing to learn the rules. Pick up sports, usually held on Friday are also run by the Sports Director. The Sports Director shall:

- Coordinate intramural sports registration for each academic quarter, excluding summer.
- Organize pick-up games and team practices.
- Oversee team captains.

Newsletter Editor

Low/Med workload

The Newsletter Editor creates a newsletter for each SCE meeting as well as the interest lists and weekly announcements. You will be responsible for gathering the information from fellow officers about past and future events as well as the officer biographies. You are also responsible for printing the newsletters for each meeting (don't worry, you'll be reimbursed). Your job is to stand at the door and make sure that everyone who comes into the meeting gets a newsletter. Additionally, having proficient technical writing skills is preferred. This is a great opportunity for someone who wants to get involved but may have other commitments. The Newsletter Editor shall:

- Publish and distribute the newsletter at General Chapter Meetings.
- Collect officer biography information to be included in the newsletter.
- Greet all students at the beginning of General Chapter Meetings.
- Organize and distribute Interest Lists at General Chapter Meetings.
- Filter interest list results and send to officers after each General Chapter Meeting.

Webmaster

Low/Med workload

The Webmaster is in charge of our website at www.cpslosce.com. This person does not need to know how to code in HTML, but they should be willing to read through code and learn enough about the website to make edits to it throughout the year. The Webmaster shall:

- Maintain, upgrade, and update the SCE website.

- Post club photos to the SCE website.
- Coordinate with the Executive Vice President and update the website with career fair companies.
- Maintain and update all SCE officer and related Chapter email usernames and passwords.
- Maintain record of all past SCE awards and achievements.

Alumni-Faculty Relations

Med workload when planning the Faculty BBQ, the Alumni BBQ & Softball game. Low workload otherwise

This position is in charge of all relations with Faculty and Alumni. This includes planning the annual Student-Faculty BBQ as well as the annual Alumni BBQ & Softball game. This position also emails out a quarterly newsletter to Alumni. Alumni Newsletters will probably take about 10 hours to put together as you will need to gather information about every event that occurred in the quarter you are presenting.

The Alumni-Faculty Relations Officer shall:

- Coordinate a Student-Faculty BBQ during fall or winter quarter.
- Coordinate an Alumni BBQ and softball game during Memorial Day weekend.
- Maintain a directory of club alumni (non-Cal Poly emails).
- Write and distribute a quarterly alumni newsletter.