

# Committee Chair & Representatives Application



Full Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Classification \_\_\_\_\_

Position(s) Applying (Order of desired position)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

### Committee Chair Positions

- Discover Engineering
- High School Outreach
- Volunteering
- Tailgate

### Representative Positions

- ESC
- SEC
- SGA
- Historian

What is your GPA? \_\_\_\_\_

*\*Please attach a copy of your resume to this application.*

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*\*Please briefly answer the following questions. We will ask you for more details in person when we schedule your interview.*

What are your ideas for the positions you'd like to apply for?

What leadership experience do you have?

Describe a time when you had to manage your time well, how you approached it, and the outcome of the situation.

Describe a time where you had to work with others to ensure a task was completed? If applicable, include a time when you displayed leadership in order to complete said task.

What involvement have you had in AIChE in the past?

# Committee Chair Position Descriptions

## Volunteering

- Will report directly to the Event Coordinator in conjunction with the Vice President
- Responsible for orchestrating and executing volunteering events for the academic school year
- Responsible for communications between team members and Event Coordinator
- Committee will have the ability to aide in the support of other committees when needed
- Chair must collaborate with other chairs/officers when the need arises
- Responsible for updating committee list log on Google Drive

## High School Outreach

- Will report directly to Public Relations in conjunction with the Vice President
- Responsible for orchestrating and executing one high school campus visit per semester
- Can include SEC high school outreach events
- Will be responsible for AIChE involved outreach activities through the SEC on behalf of the AIChE Organization
- Able to request support from the volunteering committee
- Responsible for updating committee list log on Google Drive

## Discover Engineering

- Will report directly to Public Relations in conjunction with the Vice President
- Responsible for planning and executing a booth at Discover Engineering Event on behalf of the AIChE Organization
- Chair will remain intact as long as the SEC event is intact
- Responsible for having enough manpower to successfully run the event
- Can request support from the volunteering committee
- Responsible for updating committee list log on Google Drive

## Tailgate

- Will report directly to Event Coordinator in conjunction with the Vice President
- Responsible for the Homecoming Game Tailgate
- Can collaborate with the SEC or another organization
- Responsible for hosting a Tailgate outside of the Homecoming Tailgate
- Can collaborate with the SEC or another organization
- Work with Treasurer on establishing a budget for tailgates
- If adjoined with the SEC requesting funding from the SEC
- Responsible for growing and outperforming the previous year's tailgates
- Responsible for updating committee list log on Google Drive

# Representative Position Descriptions

## ESC Representative

- Main contact for Regional Liaison of Southwest Region
- Funnel information from Nationals to Executive Board
- Attend ESC conference calls on behalf of our chapter
- Orient officers and chapter members with benefits of being a National Member of AIChE, participation in AIChE after graduation, and resources that the ESC offers
- Responsible for keeping chapter involved in ESC and national programs
- Responsible for maintaining contact with our Sister Chapter

## SEC Representative

- Responsible for taking meeting notes that apply and recording them to the Google Drive account
- Responsible for being knowledgeable for upcoming AIChE meeting/events
- Answer SEC requests in absence of the President
- Must attend AIChE officer meetings upon officer's request
- Failure to do so may fall to termination under the President's discretion

## SGA Representative

- Responsible for taking meeting notes that apply and recording them to the Google Drive account
- Must attend AIChE officer meetings upon officer's request
- Failure to do so may fall to termination under the President's discretion

## Historian

- Responsible for taking photos at all AIChE or AIChE related events
- Can assign members to take photos as needed
- Posts photos to Facebook page after each large event