



FIRST GENERAL MEETING

(FIRM VS. FIELD ENGINEERING)

*Cherry Room 3204
Thursday, January 27th - 5pm*

MEETING AGENDA



SCAN ME

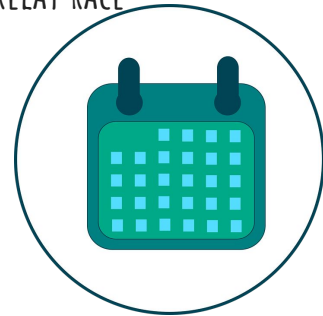
- ◆ *Attendance*
- ◆ *Upcoming events*
- ◆ *Officer Applications*
- ◆ *Mock Interviews*
- ◆ *Firm vs. Field Engineering by Victoria Simon and Saul Ochoa*

UPCOMING EVENTS

FEBRUARY + MARCH



- FEBRUARY 3RD & 4TH - SPRING CAREER FAIR VIRTUAL (12PM-5PM) AND IN-PERSON (12PM-3PM)
- FEBRUARY 10TH - S'MORES SOCIAL AT REC OUTDOOR PATIO
- FEBRUARY 10TH - PRESIDENT AND VICE PRESIDENT APPLICATIONS DUE
- ENGINEERING WEEK:
 - FEBRUARY 21ST - KICK-OFF LUNCH AND GIVEAWAYS // COE-NIVAL
 - FEBRUARY 22ND - SMORES AND DODGEBALL TOURNAMENT
 - FEBRUARY 23RD - BOAT RACE
 - FEBRUARY 24TH - CAREER AND DEVELOPMENT AND PROFESSIONAL PHOTOS // MOTIVA OPEN SESSION AND RELAY RACE
 - FEBRUARY 25TH - STARRY NIGHT THEMED DANCE FORMAL AND AFTER-PARTY AT CHERRY
- MARCH 1ST - MARDI GRAS SOCIAL
- MARCH 14TH - 18TH - SPRING BREAK!
- MARCH 29TH - SECOND GENERAL MEETING + SOCIAL



LU LEADERSHIP CONFERENCE

GIVEAWAY

Win money for your Student Org!

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The orgs with the highest number of attendees at our upcoming Leadership Conference will get money for their org!

1st place: \$200
2nd place: \$150

GIVEAWAY

Register in three easy steps

- 1 Go to our bio and click on the link flow.page/nsip
- 2 Scroll down to and click on the Leadership Conference tab
- 3 Sign into LU Hub with your login credentials and fill out our short application!

Winners will be announced following the Leadership Conference
5 FEBRUARY 2022
for more information visit www.lamar.edu/leadership



DISCOVER ENGINEERING

Volunteers?

April 2nd - help Jennifer Gonnering with experiments!

Fill out this form: <https://forms.gle/Yvz1cAqiCzXkxZph7>

Contact jgonnering@lamar.edu

CAREER FAIR VOLUNTEERS

Help setup and check in from 10am- 1pm

8th floor of the library

Can work shifts!

Contact bsumayah@lamar.edu

OFFICER APPLICATIONS TIMELINE - EMAILS WILL BE SENT OUT



FEBRUARY - PRESIDENT AND VICE PRESIDENT

APPLICATIONS DUE FEBRUARY 10TH; ELECTIONS HELD FOR TWO WEEKS; WINNERS ANNOUNCED ON 2/26

MARCH - SECRETARY AND TREASURER

APPLICATIONS DUE MARCH 11TH; ELECTIONS HELD FOR TWO WEEKS; WINNERS ANNOUNCED ON 3/26

APRIL - EVENTS COORDINATOR AND PUBLIC RELATIONS - CAN BE AN OFFICER IN ANOTHER ORG

APPLICATIONS DUE MARCH 29TH; ELECTIONS HELD FOR ONE WEEK; WINNERS ANNOUNCED ON 4/8

ANNUAL CRAWFISH BOIL IS ON APRIL 8TH (TENTATIVE)

2022-2023 AICHE OFFICERS WILL BE FORMALLY ANNOUNCED THERE

PRESIDENT AND VICE PRESIDENT



Classification/Experience Required to Accept:

- *Junior/Senior*
- *1-year Officer Experience*
- *Elected Position*

Description:

- *Chair of the Executive Board*
- *Must approve all critical decisions within the organization*
- *Oversee functions, budgets, projects, and committees*
- *Collaborates with Officers/Committee Leaders*
- *Member of the Student Engineering Council (SEC)*
- *Register AIChE Chapter with National AIChE & Lamar University*
- *Coordinate with Executive Board to appoint Committee Chairs*
- *Maintain relationships with Chemical Engineering Department & the College of Engineering*
- *Preside over chapter meetings & events*
- *Complete individual review of responsibilities of each officer, committee chair, and representative in the organization*
- *Can form new committee when the need arises*
- *Responsible for delegation of Executive Board centric tasks to each officer*
- *Determines course of action when special/unusual circumstances occur*

Classification Required to Accept:

- *All Classes*
- *Elected Position*
- *1-year Officer/Chair Experience*

Description:

- *Coordinate with Chem-E-Car Director and team*
- *Meets with ALL Committee Chairs and Representatives to ensure they:*
 - Have all resources they need*
 - Are aware of their position's responsibilities and expectations*
 - Are meeting these expectations to satisfaction*
- *Record reports of Chairs and Representatives to relay to other officers*
- *In-charge of preparing for and participating in LU Cardinal events (ex Cardinal View, etc.)*
- *Class representative of his/her classification*
- *Writes annual report of all activities at end of school year with President*
- *Will assume President's responsibilities in his/her absence*
- *Member of Student Engineering Council (SEC)*
- *Actively involved with organization activities & support in decisions*
- *Work with President to create meeting agenda/slides*

SECRETARY AND TREASURER



Classification/Experience Required to Accept:

- All Classes - must be an active member for at least a semester
- Elected Position

Description:

- Keep up with attendance and membership lists
- In-charge of updating the website regularly as needed (events or meeting information)
- Oversees the Newsletter Committee
- Reports General/Officer Meetings agenda
- Actively involved with organization activities
- Responsible for meeting information & keeping track of attendance
- Responsible for Gmail
 - Updating email list with new members
 - Updating Calendar for events
 - Sending out email/announcements on behalf of other officers or AIChE
- In-charge of the chapter shirts (ordering and distribution) with the help of other officers
- Work with the Treasurer on keeping records for dues, etc.
- Keep track of necessary information and relay to other officers/committees if needed
- Book rooms for Events/Meetings (work with Event Coordinator)
- Work with Chemical Engineering Department

Classification/Experience Required to Accept:

- All Classes - must be an active member for at least a semester
- Elected Position

Description:

- Keeping up with our on-campus bank account through Student Organization Services regularly
- Must be knowledgeable of the Fiscal handbook provided by the Student Organization Services
- Aid the Vice President in interacting with members
- Actively involved with organization activities
- Must learn Reimbursement/Funding Processes
- Regularly update finance records/spreadsheet as needed
- Member of Student Engineering Council (SEC)
- Must train incoming Treasurer on processes
- Work with President/Committees for project/event funding
- Creates general conference budgets
- Work with President/Department/Advisor
- Work with Secretary to distribute chapter shirts and verifying members
- Responsible for keeping track of chapter dues by
 - Keeping up with spreadsheet giving overview of paid and non-paid members
 - Keeping copy of receipts for all transactions (dues, etc.) in finance records/spreadsheet

*active- have been to at least one event/meeting

PUBLIC RELATIONS AND EVENTS COORDINATOR



Classification/Experience Required to Accept:

- All Classes
- Elected Position

Description:

- Oversees meeting/event marketing
- Post flyers in Lucas & Cherry Engineering
- Maintain AIChE social media accounts (Facebook, LinkedIn, and Instagram)
- Publish engaging posts to maintain good publicity and member interaction
- Post upcoming/relevant information ahead of time
- Work with Secretary on AIChE Newsletter
- Actively involved with organization activities
- Build AIChE Membership- recruit new people (ex. LU Cardinal Events, etc.)
- Schedule AIChE Presentation with freshman Intro Class
- Oversee High School Outreach and Discover Engineering Chairs/Committees
- Works with Event Coordinator in plant tour execution-if situation allows

Classification/Experience Required to Accept:

- All Classes
- Elected Position

Description:

- Plans Social and Professional Events
 - Fall BBQ, Tailgates, Joint Tailgates, Monthly Socials, Spring Annual Crawfish Boil
 - Info Sessions
 - Responsible for great attendance & participation
 - Keeping the momentum going- hosting a social or two monthly
- Book rooms for events/meetings (work with Secretary)
- Option to do joint tailgates -if situation allows
- Actively involved with organization activities
- Aid the Vice President in LU Cardinal Events
- Oversee Volunteering and Tailgate Chairs
- In-charge of interacting with members
- Aids in plant tour execution with Public Relations- if situation allows



Tau Beta Pi
The Engineering Honor Society



MOCK INTERVIEWS

The TBP chapter is conducting a Mock Virtual Career Fair with volunteers from our alumni chapter. We encourage you to sign up for many mock companies in order to practice marketing yourself and get feedback from a diverse industry background, all in a minimal stress environment.

Each session with the mock recruiter will last approximately 5-10 minutes.

Available time slots:

Thursday (01/27) at 6:30-7:30 PM,

Friday (01/28) at 3:00-4:00 PM,

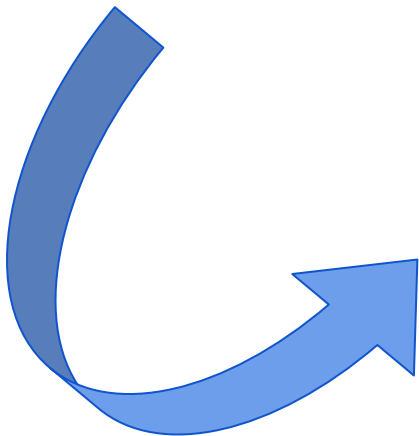
Monday (01/31) 7:00-8:00 PM

CONTACT JJOHNS@LAMAR.EDU FOR QUESTIONS

Link is:

<https://teams.microsoft.com/j/team/19%3atHh89NciQUE4Iq0FvA4vMULVkWnFuPvwteMWAmgEPvc1%40thread.tacv2/conversations?groupId=f91aff94-32e5-400f-aa63-8db96b3ff74f&tenantId=8cf8605b-f7b2-4824-86fb-604423c32395>

SCAN TO FILL OUT THE
ATTENDANCE FORM!



LEARN ABOUT

**FIRM VS. FIELD
ENGINEERING**
WITH LU CHEME ALUMNI
VICTORIA SIMON AND
SAUL OCHOA



IF YOU HAVE QUESTIONS ABOUT THE CAREER FAIR OR
ANY ADVICE FOR IT, PLEASE DO NOT HESITATE TO ASK!