Transition Packet – Chair

IEEE R4 SAC Committee

April 2021
Role

Responsibilities

- **vTools**
  - Reporting officers on vTools
  - Annual Plan (Student Branch Reporting) vTools

- **Leadership**
  - Leading general meetings
  - Leading executive board meetings
  - Appoint additional committee members as necessary

- **Recruitment**
  - Making new members feel welcome
  - Recruiting new members

- **Miscellaneous**
  - Executive duties not otherwise delegated
  - Begin preparing someone as a successor (never too early for this)
Resources/Information

vTools
Student Branch Reporting
Officer Reporting
IEEE R4 SAC website
IEEE R4 SAC Student Branch Resources