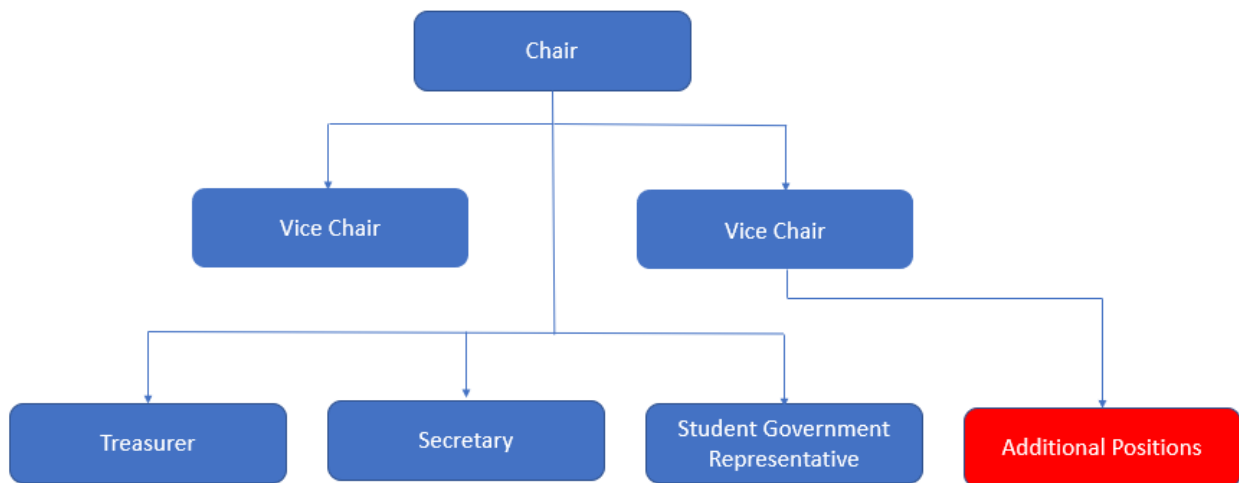


Transition Packet – Sub Committee Chair

IEEE R4 SAC Committee

April 2021

Role



Responsibilities

This position can be anything that the club needs help with, but it is not part of the core definition of the executive board. The positions listed below are just some examples of what the position can be. Your club can also have as many of these as needed and do count as official members of the executive board. These positions are ranked below the rest of the core executive board members (as shown below):

- **Technical Chair** – This position would be in charge of all technical related activities, that are not projects. This means things like workshops and tutorials. For example, brainstorm and create things like coding and Arduino workshops along with tutorials for how to use software's and other resources that students may need. This could also be combined with Project Manager for smaller clubs.

- **Project Manager** – This position is in charge of all of the club’s projects. This means making sure that all projects are staying on track and have the resources they need. They would also be in charge of brainstorming ideas for new projects. Some students may want to work on a project, but do not know what to work on, so giving them options will make them more likely to be involved. This could also be combined with the Technical Chair for smaller clubs.
- **PR/Social Media Chair** – This position would be in charge of making sure all social media is active and up to date, along with making banners and fliers for recruiting. This includes thinking of new posts and ways to keep the accounts interesting to make sure members follow it and participate. This also includes making new signage for all events and thinking of special ways to promote events and activities to bring in new members. This could also be combined with Programs Chair for smaller clubs.
- **Fundraising Chair** – This position would be in charge of all fundraising for the club. This means thinking of new ideas for fundraisers and setting them up. These could mean selling apparel or partnering with a local company and doing a portion of sales (Such as

Bowling, Mini Gold, Buffalo Wild Wings or Blaze Pizza). They should also set fundraising goals for the year and set up events to meet that number.

- **Programs Chair** – This position would be in charge of all events that the club could or is planning on attending. This position includes scheduling events that the club is holding, but also researching existing events that people could attend. For example, someone in this position should be consistently looking at all IEEE events to see what interesting events the club members may want to attend. This could also be combined with PR/Social Media Chair for smaller clubs.

Resources/Information

[vTools](#)

[Student Branch Reporting](#)

[Officer Reporting](#)

[IEEE R4 SAC website](#)

[IEEE R4 SAC GitHub](#)

[IEEE R4 SAC Student Branch Resources](#)