

### **General Officer duties**

- Call companies regarding fundraising
- Volunteer for all events
- Assist each other
- Communicate with all officers and active members
- Review funding request from members to travel or purchase large items (over \$100). Funding shall be agreed on by the officers and approved by the Faculty Advisor

### **President**

- In charge of fundraising including: brochures, mailings, mail list, newsletters
- Line up speakers for bi-weekly meetings
- Send emails to keep TSA members informed
- Delegate Authority
- Oversee all TSA sponsored events
- Field all calls and interaction with other organizations, firms, agencies, faculty, etc.
- Update flyers for all meetings and send recruitment chair for posting
- Keep attendance at all meetings
- Ensure all officers are completing their assigned task

### **Vice President**

- Help president by assisting with day to day operations
- Be available to field questions from organization members, sponsors, or university
- Keep up to date with all ITE and ITS/A events at section, district, and national levels
- Send in ITE membership forms for all new members
- Prepare ITE annual student chapter report in the spring semester

### **Treasurer**

- In charge of membership forms
- Collect money from memberships, fundraising, soda can sales, etc.
- Have vouchers, intramural forms, p-card on hand
- Keep account summaries up to date
- Provide president with monthly report on TSA funds

### **Secretary**

- Keep web page updated with upcoming events
- Meeting schedule updated and posted
- Meeting summaries posted on the webpage after each meeting
- Take pictures at all meetings or events.

### **E-Council Representative**

- Attend all Engineering Student Council meetings
- Keep TSA officers informed of all undergraduate events
- Vote on issues in the best interest of TSA
- Organize and run Engineering Clubfest
- Coordinate philanthropy / social service events
- Write and help present ECS funding proposal and summary reports

### **Social Chair**

- Organize and run social activities
- Request funding for social activities
- Organize a community service project
- Inform all TSA members of organized events

### **Recruitment Chair**

- Post flyers for all meetings at least one week in advance at both Town Engineering, College of Design, and InTrans
- Update bulletin board in Town Engineering stair well
- Update TSA brochure each fall
  - Attend transportation related classes and recruit students. Notify instructor before class. Notify potential students of meeting time and location at least one week prior to TSA meeting.