

# AIChE Board Positions 2017-2018

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# Vice President

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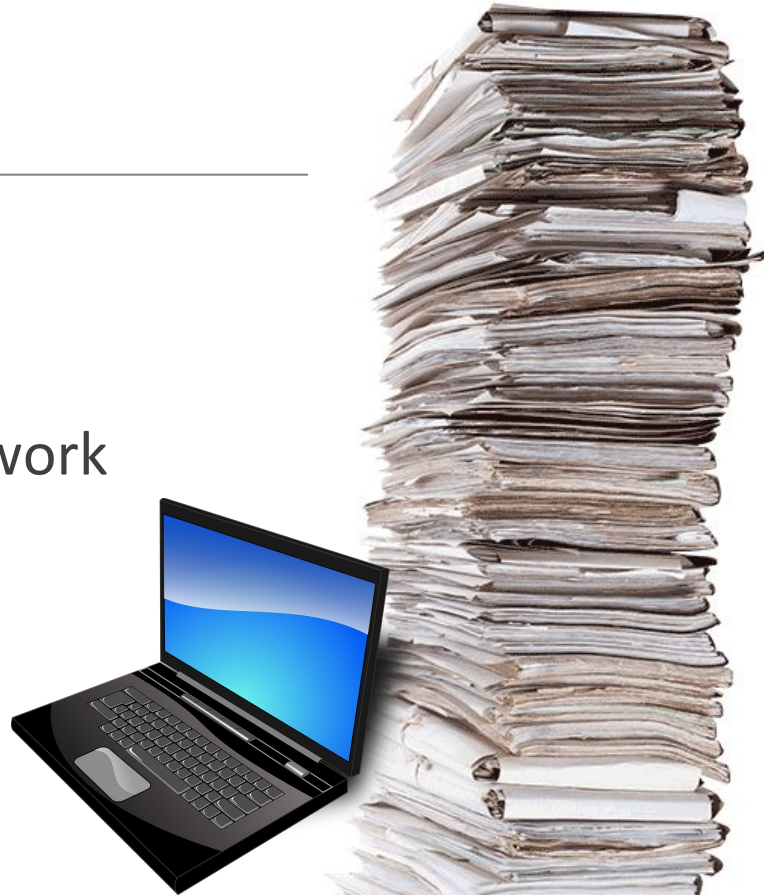
- Helps the president to make sure the club is running smoothly
- Preside over club events if president is absent
- Chief contact with other clubs and school faculty
- Helps enforce that everyone is doing their job



# Secretary

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- Keep meeting minutes
- Tracks membership and AIChE points
- Manages club documents and paperwork
- Responsible for sending out emails



# Treasurer

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- Maintain AIChE bank accounts
- Record and manage business transactions
- Budget



# External Relations Director

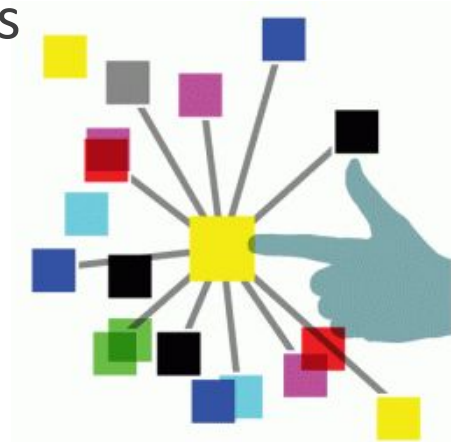
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- Connect with companies, graduate schools and other off campus relations.
- Organize external fundraisers and outreach events

**FLUOR**<sup>®</sup>



**NORTHROP  
GRUMMAN**



# Events Coordinator

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- Organize social events
- Forming and delegating tasks to committee members
- Make sure that we have everything needed for the on campus event



# Publicity Chair

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- Maintain and update the club's social media
- Take pictures at events
- Design and distribute flyers for upcoming events



# Mentorship Chair

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- Maintain and develop the mentorship program
  - Pairing up mentors and mentees
  - Organizing events





# Class Representatives (2)

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- Attend the biweekly e-council meetings
  - Report back what happened there
- Announce meetings in CHE classes
- Organize on campus club fundraisers



# Interested?

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- Be a CHE major at Cal Poly Pomona
- Be an AIChE member
- Watch your e-mail, more details will come at another meeting in the spring!
- [elwilliams@cpp.edu](mailto:elwilliams@cpp.edu)

# FINALS WEEK

— THE STRESS AWAKENS —

Good Luck on Finals!