



AICHE: E-Board Information Meeting

About the AIChE E-Board

- Being on the E-Board has many advantages...
 - Great to put on a resume
 - Allows you to test your leadership skills
 - You get the opportunity to serve the CME community as well as serve as a club leader to your school



With great power comes great responsibility...

- Attending weekly E-Board meetings
- Meeting important deadlines
- Working to better your community alongside schoolwork, work, etc.
- Resolving obstacles
- Establishing commonplace and avoiding conflicts of interest



A stylized, semi-transparent background image of a city skyline. It features various buildings, two large construction cranes, two wind turbines, and two trucks on a road in the foreground. The overall color palette is muted, with greys, blues, and oranges.

**Now we will introduce our
positions!**

President

Currently held by Jack Webster

- Leads the E-Board meetings
- Sets deadlines, goals, and expectations for all members of the E-Board
- **This position is not available to applicants**
 - Only open to current or past E-Board members who will be interviewed by the current E-Board



Vice President

Currently held by Avi Tsang

- Assists the President
 - Perform the duties of the President if the President is absent
- Assists executive board members with tasks
- Establishes relationships with other clubs



Secretary

Currently held by Ericka Cooper

- Booking E-Board and U-Hour meeting rooms
- Delivering paperwork and getting paperwork signed by the President and club advisors
- Keeping track of meeting minutes in E-Board meetings
- Sends out email notices for meetings



Treasurer

Currently held by Jerod Wolf

- Keeps track of funds for the club
- Create club budget by the end of the year
- In charge of reimbursements, money spent by E-Board that is refunded by the club's money accounts
- Manage bank accounts with ASI Financial Services



External Relations Director

Currently held by James Plain

- Maintains existing relationships with companies
- Contacts industry companies for information sessions



Events Coordinator

Currently held by Maria Menjivar

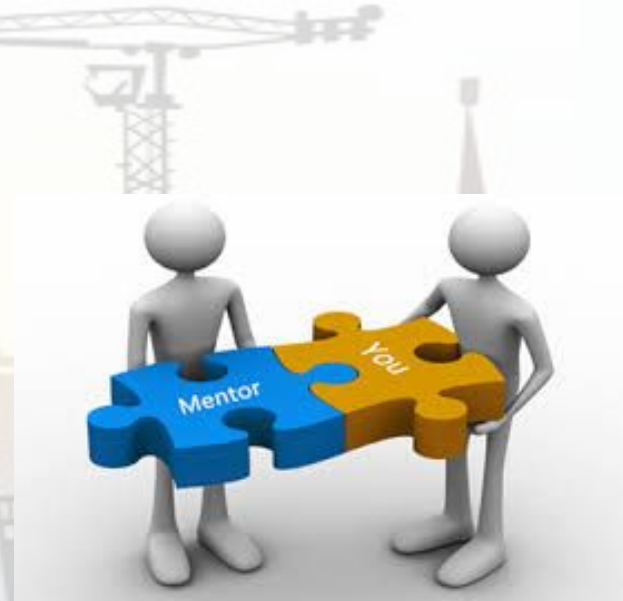
- Organizes social events and meetings
 - For example the CME Banquet at the end of the year
- Plans agendas/itineraries for meetings



Mentorship Chair

Currently held by Ying Loh

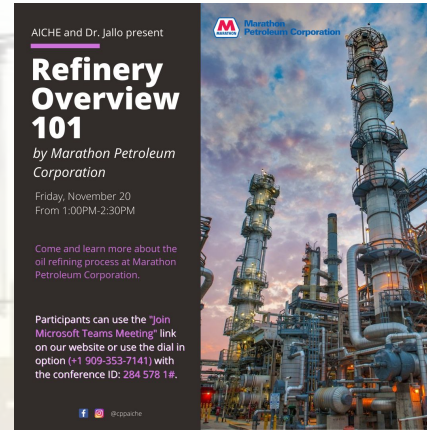
- Manages AIChE Mentorship Program
- Assigns mentors with mentees
- Schedules meetings and bonding activities for the mentees and mentors
- Limited to members currently a part of the AIChE Mentorship Program (mentor or mentee)



Publicity Chair

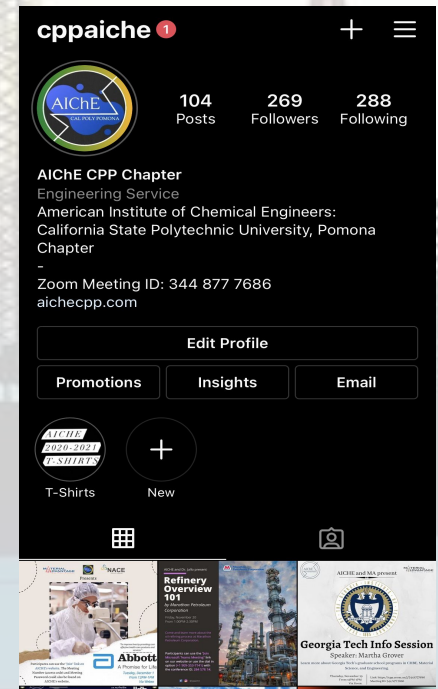
Currently held by Althea Marquez

- Creates flyers for advertising meetings
- Creates t-shirt designs for the club



Publicity Chair

Maintaining chapter website, calendar and social media accounts



Publicity Chair

Club T-shirt



E-Council Representatives

Currently held by Alexis Vargas Bastida and David Mooney

- Will announce meetings in Chem-E classes
- Responsible for attending all E-Council meetings (usually occurs once or twice a month during U-Hour)
- **2 class representatives will be selected**



Freshman/Transfer Representatives

Currently held by Anthony Seward

- Will announce meetings in Chem-E classes (1st and 2nd year)
- Building connections with the incoming undergraduate students
- **This position is not available to current years**
 - Only available to new CHE alumni



Instructions to Apply for a Position

- Must be a **CME student**
- You may apply **for only 1 position**
- Fill out the Google Form that will be sent to your emails (later this week) by **Sunday, March 7th**
 - The [Google Form](#) will close at **10:00 P.M.**
- Prepare a short speech during Election Day, which will take place on **Thursday, March 11th** in the AIChE zoom meeting room during **U-Hour**
 - Also, be prepared to answer questions that may be raised by the audience or the current E-Board

Instructions to Apply for a Position

- During Election Day
 - Candidates will give a short speech (be creative!)
 - The audience members and the E-Board will cast their votes on a ballot for their favorite candidate
- After the election
 - Ballots will be tabulated by the current President and results will be displayed on the AIChE Website and social media accounts



Apply Now

Upcoming Events

- Marathon Resume Workshop
 - Tuesday, February 23 @ U-Hour
 - Thursday, February 25 @U-Hour

**** Submit resume by TODAY 5PM**
- Mentorship Meeting (ChemE Trivia)
 - Tuesday, March 2 @ U-Hour
- E-Board Elections
- Bimbo Bakeries
 - Thursday, March 18 @ U-Hour

