President
PRESIDENT: The President’s responsibilities shall be to preside over ETSC meetings, and represent ETSC in correspondence and communications with all other organizations and individuals except for application for funding from BYUSA. The President shall also aid the President-Elect with the College Lecture Series as appropriate.

Meetings
- Run ETSC meetings by creating the agenda for meetings, sending out reminders for these meetings, and leading/moderating the meetings.
- Run combined ETSC and Club President meetings

Communication
- Relay information and organize coordination between:
  - ETSC members; executive council and club presidents; executive council and other external groups

Engineering & Technology Week
- Provide overall supervision of ETSC’s tasks for Engineering and Technology week (equipment, tables, delegation of tasks to each ETSC member)

Club Funding
- Review the club funding request applications with adviser(s) and creates a proposal for distributing funding to clubs (to be sent to Lynda and Dr. Magleby).

Career Fairs
- Delegate responsibility appropriately.

President-Elect
PRESIDENT-ELECT: The President-Elect shall have the same responsibilities as the President in the President’s absence, and shall act as his/her executive officer. He/She will become the President of the ETSC in the second year of his/her term. The President-Elect shall also conduct the College Lecture Series as appropriate.

- Assist the President in performing his day to day responsibilities, as delegated by the president.

Engineering & Technology Week
- Oversee the creation of the report on the Engineering and Technology Week Expo to ensure that future leaders have a clear understanding of current leaders’ achievements and suggestions
- Assist the president in ensuring that all tasks in preparation for Engineering and Technology Week activities are duly completed.

ETSC Elections
- Oversee publicizing and organizing this event.
- Work with VP of Leadership Development to successfully transition leadership of ETSC and Clubs.
VP of Public Relations

PUBLIC RELATIONS VICE-PRESIDENT: The Public Relations Vice-President shall organize and execute all advertising and public relations efforts for events sponsored by the ETSC. This shall include but is not limited to organizing publicity for Club Rush, Engineering and Technology Week, elections and other college events as directed and approved by the Executive Council.

- Work with college designer to develop effective advertising materials for events sponsored by the college.
- Print all physical advertisements and ensure that they are distributed appropriately.
- Create innovative ways to reach the student body.
- Oversee all advertising efforts and delegate appropriately.
- Work with the Executive Council to ensure adequate publicity for all ETSC activities.

Websites & Data Management

- Manage general web page and coordinate with the student council to know how to update the web page. (Web page located on the et.byu.edu website)
- Manage the Engineering and Technology week website and coordinate with the student council to know how to update the website. (etweek.et.byu.edu) Start on this in early November for this to be an adequate communication tool.
- Manage files, photos, and other documents as needed in order to keep an organized system to pass on from year to year.

VP of Leadership Development

LEADERSHIP DEVELOPMENT VICE-PRESIDENT: The Leadership Development Vice-President shall have responsibility over all the leadership development initiatives within the college concerning club leaders. This officer shall plan and coordinate leadership development opportunities for club leaders as well as the general college body at least one time per semester. This officer shall also organize a new leader training event, whether it be at the end of winter semester or beginning of fall semester, to help club leaders know what is expected of them from the college.

Leadership Training Events

- Organize regular leadership events that will help club leaders as well as students in the college to develop their leadership skills. This includes planning for and if necessary delegating to other members of ETSC the following tasks:
  - Invite a speaker and create a theme/topic for the event
  - Invite club leaders to attend & publicize event to encourage attendance
  - Plan and order refreshments
  - Possibly open up the leadership initiative and advertisement to the entire college

End-of-Year Training of New Leaders

- Organize an event to train new club leaders in April of each school year (or early fall semester)
- Ensure that each club knows their responsibilities within the college and that they know what the college expects of them.
- Also include a short leadership discussion on an important leadership topic.
**VP of Activities**

**ACTIVITIES VICE-PRESIDENT:** The Activities Vice-President shall have responsibility over all activities and events sponsored by the ETSC. This shall include but not be limited to overseeing Engineering and Technology Week events, Club Rush, and all college competitions. This shall also include delegation of responsibilities as needed to other members of the council.

**Club rush**

Club rush is an opportunity for clubs in the School of Engineering to advertise themselves to students in the college. Clubs set up booths outside the Clyde building and invite students to learn more about their club. This event usually includes some treats provided by the college for students who participate in the event by visiting the booths and speaking with club representatives. Duties for this particular event include:

- Coordinate club involvement in club rush (have them put together an interesting booth to recruit new members).
- Organize layout of booths and provide Lynda a list of how many tables, power cords, etc. to order.
- Oversee buying of supplies (food/treats, paper products, etc).
- Ensure tickets to be handed out by clubs and redeemed for food are printed and cut.
- Divide responsibility amongst ETSC members to serve treats and collect tickets from students.

**Engineering and Technology Week**

- Delegate and oversee the planning and execution of the Engineering and Technology Week events (see previous academic years’ reports for more information).

**VP of Outreach and Service**

**OUTREACH AND SERVICE VICE-PRESIDENT:** The Outreach and Service Vice-President shall have responsibility over all the outreach and service efforts and events sponsored by the ETSC as well as help and encourage individual member organizations to sponsor their own such efforts and events. This shall include but is not limited to organizing and overseeing all outreach related events during Engineering Week and other service activities for students within the College of Engineering & Technology.

**School outreach program**

Organize a school outreach program using whichever approach deemed most appropriate to create successful interaction between BYU clubs and junior high/high school students. The purpose of the school outreach program is to generate interest amongst young students in the Utah County area in the field of engineering and technology. This is done by having BYU club members visit the students during their class to hold activities or give presentations. The main responsibilities are as follows:

- Contact local teachers who are interested in having BYU students come and teach young students about engineering & technology.
- Coordinate with clubs to visit schools that express interest.
- Prepare preliminary school outreach plan for the next academic year; teachers must know about outreach opportunities provided by the college for the next year by April (including preliminary Engineering & Technology Week plans)

**Service Project**
- Plan and organize service projects or activities for students in the college of Engineering & Technology to serve their community and others in need.
- Involve students in one service project each semester.
- Help with other college-wide events as necessary.

**Secretary**

SECRETARY: The Secretary shall take minutes during each meeting according to the agenda created by the president. The secretary shall also take attendance at each meeting, bring all student suggestions before the Council, maintain past records of the Council, prepare a budget, keep a strict ledger of all income and expenses, and oversee the preparation of an annual report of the activities of the ETSC. The annual report of activities shall be submitted to the Council by April 1.

- Take minutes during weekly meetings and send them out via email after each meeting.
- Take attendance at each meeting, include this with the weekly minutes. During each meeting with all club presidents, ensures that roll is taken (this may have bearing on how much funding each club gets if they are more involved in college meetings).
- Maintain past records of the Council and ensures they are passed on from year to year (work with VP of Public Relations on data management).
- Work with president and advisers to coordinate funding requests from clubs.

**Volunteer Coordinator**

VOLUNTEER COORDINATOR: The volunteer coordinator shall mainly assist the Vice Presidents in the ETSC by coordinating volunteers from the college to assist with major activities. This position specifically includes assisting the VP of Activities/Outreach with coordination of volunteers and other delegated tasks.

- Assist VP Activities/Outreach in organizing the outreach program and contacting teachers and clubs about that program.
- Seek for volunteers in the college to assist with the outreach program and other college activities such as E&T week, Choose to Give, and college lectures.
- Organize visits to the schools to advertise Engineering & Technology week.
- Coordinate volunteer efforts for all college-sponsored activities (i.e. work with club leaders during major events to find volunteers within the college).
- Organize the club volunteers to help with Engineering and Technology Week booths, competitions and tours.