

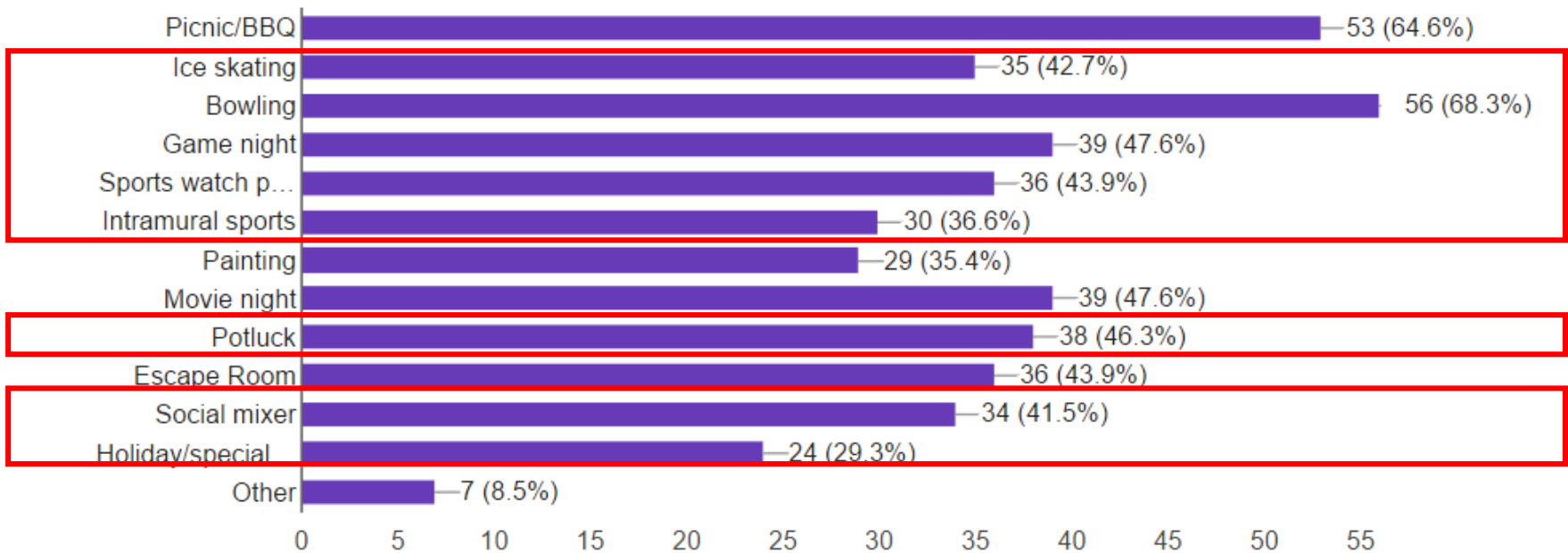
# General Meeting

# ChEGSA Events Fall/Spring - Social

- Board Game Night
- Halloween Candy
- Thanksgiving Potluck
- Spoons Social
- Ice Skating
- Bowling and Game Night
- Stress Buster
- Picnic – Scheduled May 20
- Welcome Dinner – Scheduled September
- Racquetball
- Soccer league
- SEC Soccer
- The Big Event
- SEC 5k
- Painting - TBD

# Social Events

Please check all activities you would like to participate in throughout the year:  
(82 responses)



Planned for Spring-Summer 2017:

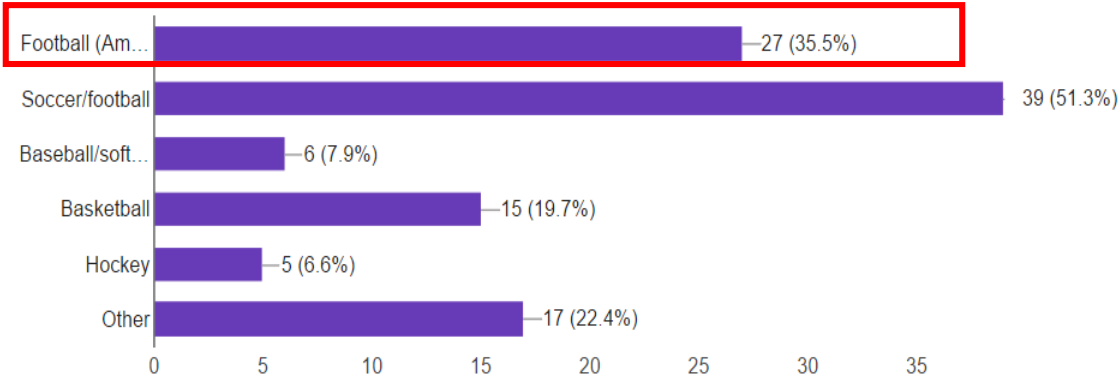
Picnic – May 20th

Painting?

Escape Room?

# Sports/Activities

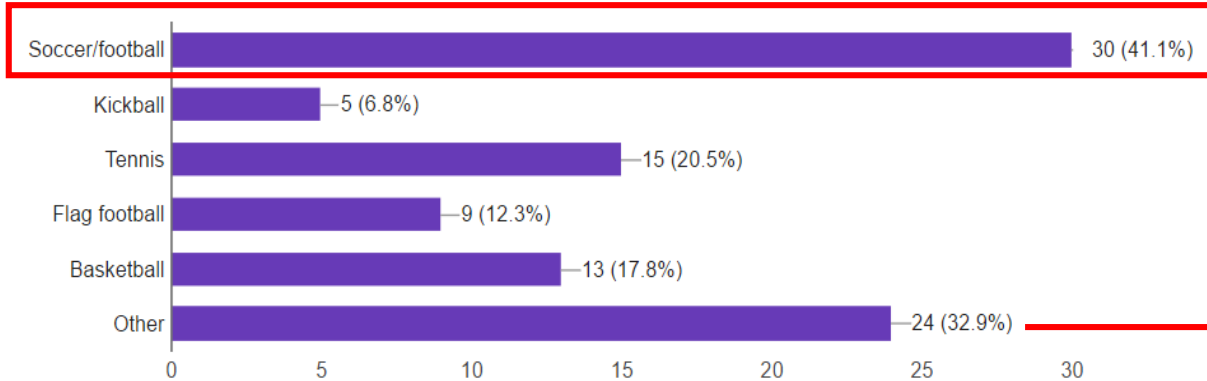
What is your favorite sport to watch? (76 responses)



## Other Activities:

5k  
Big Event

What is your favorite sport to play? (73 responses)



→ Racquetball League

# ChEGSA Events Fall/Spring

- TowerJazz Company Introduction
- Dr. Holtzapple's Talk on "Global Warming" and "How to give a Presentation"
- Dr. Stober's Talk on "Networking"
- Dr. Joe Lowery DuPont
- "Scientist to Entrepreneur" Scheduled April 7th
- "Ascend Performance Material" Scheduled April 17th

# Question:

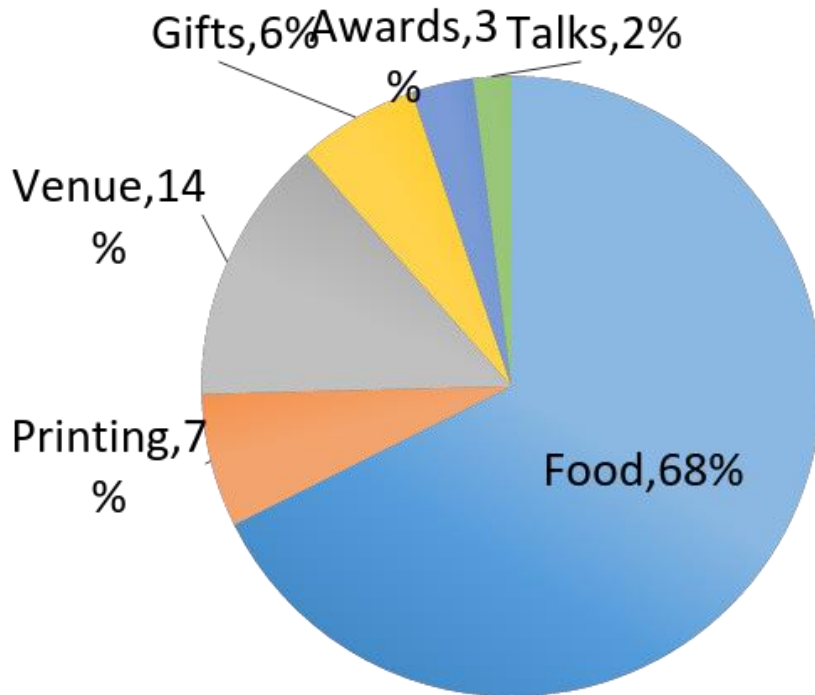
- Ideas for events?

# 4<sup>th</sup> Annual Research Symposium

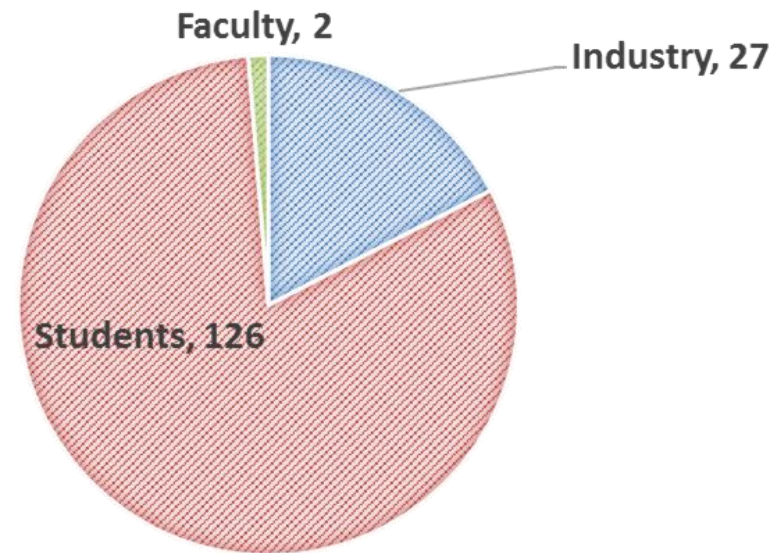
- 155 registered
  - 27 industry representatives (13 different companies)
  - 126 students and 2 faculty
- 20 Student presentations (4 tracks)
- 41 Poster presentations (2 sessions)
- 4 Industry presentations – (1 keynote)
- General Comments:
  - Industry loved student presentations
  - They want students to approach and talk to them
  - Students not thrilled about paying \$20 for the event

# Symposium Finances:

## Symposium Cost:



## Symposium Revenue: \$4,900

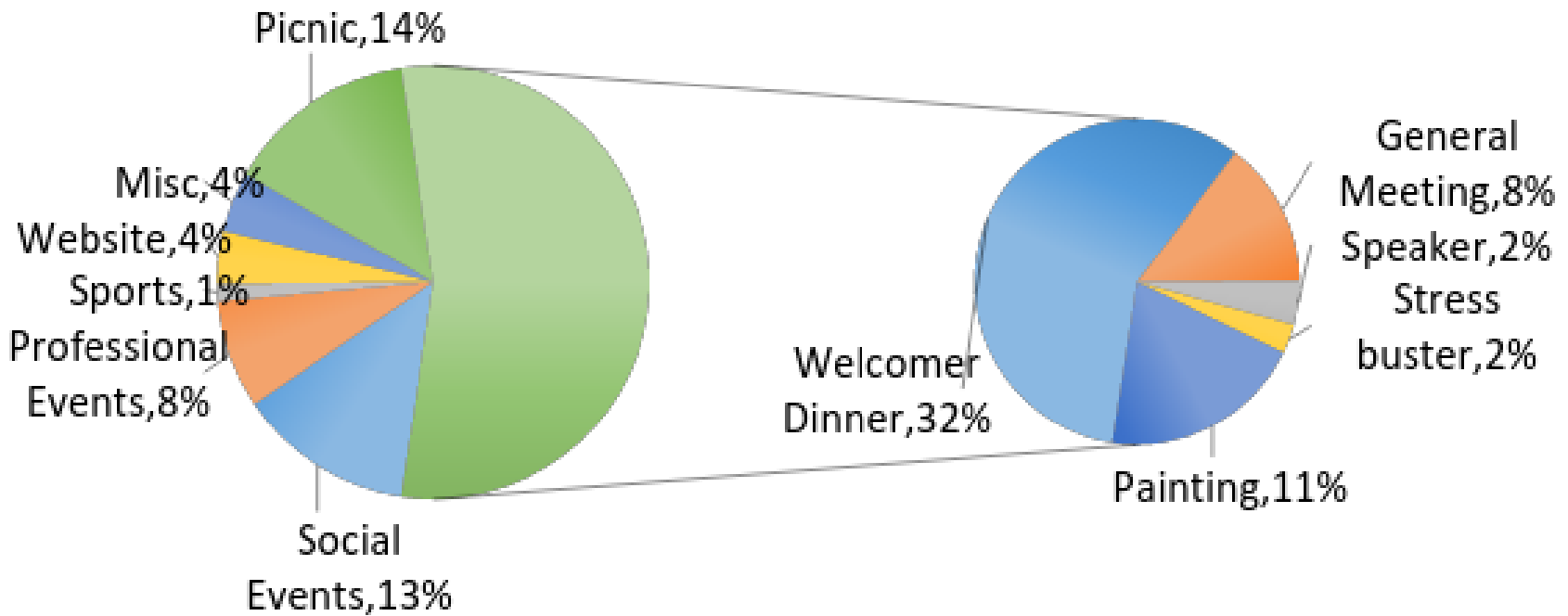


Symposium is fully funded by sponsors



# ChEGSA Expenses Report:

- Income (Symposium Registration): \$4,900 + \$2,000 carry over
- Expenses: Social events, professional events (except symposium), and sports activities



Question?

# New Initiatives:

- Website
- Newsletter
- Mentorship Program
- Alumni Contact List

# Election:

- Application available online!
  - Visit our website (including job description)  
<https://www.chegsatamu.com/resources>
  - Nomination Ends: April 20<sup>th</sup>
  - Election: April 28-30<sup>th</sup>
  - Transition Period: Summer
  - Official handover: During Welcome Dinner

# 1 minute officer presentations

# President

Weekly Time Commitment: XX hrs

- Ensure the TAMU ChEGSA is fulfilling all departmental and university obligations.
- Ensure the appropriate execution of all ChEGSA events and activities.
- Identify opportunities for greater student exposure.
- Be the primary contact between graduate students and faculty.
- Be the representative at official functions and serve as primary spokesperson for the officers.
- Schedule and lead officer meetings and help guide the officer's priorities and agendas.
- Work with the vice president of external affairs to identify new sources of funding.
- Prepare a summary at the end of term highlighting achievements under presidency, on-going efforts to be continued, and areas for improvement.

# Vice President of Internal Affairs

Weekly Time Commitment: 5-6 hrs

- Oversee the internal affairs of the organization as well as graduate students in the department.
- Act as the lead in meetings and other organization duties in the absence of the President.
- Participate in planning and coordinating of career and professional development events.
- Lead on major events such as annual Research symposium and Industrial speaker series. Ensure that all plans and decisions related to the event are aligned with the interests of the organization and student body.
- Monitor the effectiveness of events geared towards student professional and personal development. Introduces changes that may help to improve the event for future execution.
- Partner with university organizations (e.g. career center and student engineering council) to provide students with networking tools.

# Vice President of External Affairs

Weekly Time Commitment: 4-6 hrs

- Establish and maintain contact with alumni in industry and professional organizations (e.g. AIChE, ECS, ACS, etc.).
- Serve as liaison with companies and professional organizations for the planning and execution of the annual chemical engineering research symposium.
- Primary contact for faculty member in charge of new student recruitment.
- Arrange the events associated with the student recruitment visit.
- Be involved with other recruitment activities including AIChE Annual Meeting.
- Continuously identify new sources of funding for the organization including company sponsorship (e.g. events, awards, and fellowships), alumni donations and university organizations.



# Finance Chair

Weekly Time Commitment: 4-5 hrs

- Be responsible for all monetary transactions handled within the organization.
- Keep a detailed balance sheet of all expenditures and income collected.
- Keep paper and electronic record of all purchases.
- Coordinate with President and Event Coordinator regarding the funds available/allocated to each event.
- Collect signatures and provide the necessary paperwork for making purchases
- Ensure that there are no discrepancies in the balance sheet.
- Manage registration for the research symposium.
- Keep officers informed of financial status.
- Prepare an annual financial statement which includes income, expenses and external funding.

# Events Chair

Weekly Time Commitment: 3-5 hrs

- Coordinate the organization of all student events (social and sport) organized by TAMU ChEGSA .
- Identify new types of events which aid in achieving the organization's goal to foster community between the students.
- Coordinate caterer at the annual ChEGSA Research Symposium.
- Coordinate annual ChEGSA Welcome Dinner & Awards.
- Identify new sources of funding for social events including company sponsorship, alumni donations and university organizations.

# Publicity Chair

Weekly Time Commitment: 1-2 hrs

- Identify the appropriate publicity approach to achieve the intended number of guests at an event.
- Manage the communication with current and former graduate students using ChEGSA website, LinkedIn, Facebook group & page and establish new ways for communication with Alumni.
- Advertise events through all available channels including, but not limited to, email, Facebook, website and by coordinating with Media chair.
- Manage website, LinkedIn, Facebook page/group and update them on a regular basis.
- Serve as liaison to the department's AIChE student chapter. This includes attending meetings and reporting back during the officer meetings.
- Identify ways to increase collaboration with the AIChE student chapter and increase the interaction between graduate and undergraduate students in the department.

# Media Chair

Weekly Time Commitment: 2-3 hrs

- Handle printing of materials for ChEGSA research symposium including program, resume book, posters.
- Create all forms of media (flyers, invitation cards, etc.) to promote events organized by ChEGSA.
- Complete necessary paperwork required by Texas A&M University for organizing any event.
- Assist other officers in organizing social and professional events.
- Prepare necessary documents for incoming students and during recruitment visits.

# Executive Officer

Weekly Time Commitment: XX hrs

- Arrange meetings for ChEGSA - This includes creating doodle links for meeting requests, reserving rooms, and reminding the ChEGSA officer who is in charge of the next officer meeting no later than the day before the meeting.
- Track meetings - write down meeting minutes in every meeting and document the meeting minutes in ChEGSA document repository.
- Attend GPSC meetings regularly. Provide/submit votes in GPSC meeting as a representative of department of chemical engineering. Document GPSC meeting minutes and share the GPSC meeting minutes to ChEGSA and department if required.
- Attend SEC meetings as they and the president see fit.
- Ensure that the constitution is being followed and propose necessary amendments.
- Provide support during ChEGSA symposium.
- Create and manage nomination and election forms for all elections.

# Event Coordinators (3)

Weekly Time Commitment: 2-4 hrs (Sports)

1. *Professional* - be involved in implementation and identification of various professional events (e.g. Industry Speaker Seminar series, Research symposium, student recruitment events).
2. *Activities* - Be involved in implementation of the various social events (e.g. Big Event).
3. *Sports* - Be involved in implementation of the various sports events (e.g. Intramurals).

*Each event coordinator will:*

- Coordinate with the finance chair for the proposed events and funding for the events.
- Organize space reservation, food and travel arrangement, plan of miscellaneous items required for events.
- Act as liaison between ChEGSA and the concerned department in scheduling events.
- Coordinate with the finance chair and social chair on all monetary transactions concerned with the event.
- Correspond with the concerned officer in the ChEGSA team regarding necessity of any additional resource required for conducting special events.
- Prepare and conduct an annual survey of the new students.

# Web Master

Weekly Time Commitment: 5-6 hrs (learning/many updates) 1-3 hrs (average)

- Monitor and update the ChEGSA website to ensure accurate information is given.
- Create a ChEGSA newsletter each semester detailing planned events.
- Post upcoming events on a calendar on the website.