

Extended Eboard Positions

Social media director(1 positions available starting in the fall)

main contact: Secretary

- In charge of our social media accounts, including: Facebook, Instagram, Twitter, and Snapchat
- Will promote all the events on the social media accounts using the flyers created
- Updates the display case in Engineering (near rm 143)

Historian (1 position available starting in the fall)

main contact: Treasurer

- Will work on uploading the pictures to the website
- Will document the events by taking pictures at ideally all events

Graphic Designer (2 positions available starting in the fall)

main contact: SHPE Junior

- Responsible for creating flyers for all events and posting them around campus
- Should be familiar with Photoshop or other similar program
- Must get CEAS and Student Activities approval for the flyer
- Flyer must be done 2 weeks prior to the event being held

Conference Chair (1 position available)

All eboard will be here to help

- Coordinating all activities related to National Conference and RLDC
- Contacting hotels and look for best deals for transportation (flights, train, buses)
- Send a form, and make a list of the people attending the conferences as wells as keeping track if anything changes
- Share information with those interested about deadlines, the convention and all listed above

Event Coordinator (1 position available)

Main contact: Vice President

- Manage the SB engage system to book our events
- Be available to meet with the SAC to discuss layout of the room, what will be needed (AV, mics, projector, etc)
- Work closely with eboard to determine dates, time and location of events before booking and be notified of any changes
- Work closely with eboard to make sure every required forms are completed and submit it to the SEA prior to the events