

## **STUDENT LEADERSHIP**

Our chapter is made possible largely by a small set of dedicated student leaders. In order to maintain continuity in leadership, both the Chairperson and Vice Chairperson are required to have served previously on the officer board. A list of current officers has been provided below for reference.

**Chairperson:** [Abhishek Pandey](#)

**Vice Chairperson:** [Bindu Sharan](#)

Officers can be contacted by sending email. We also provide a [contact us](#) page with a complete list of chapter contact information.

### **Officer Responsibilities**

Each officer has a set of pre-defined responsibilities that suit the needs of our student chapter. The list of officer responsibilities below attempts to highlight those responsibilities. Officers will also take on additional responsibilities as special situations arise during the course of the year.

#### **Chairperson**

The Chairperson is responsible for overseeing the general operation of the chapter. He/she is required to run officer meetings and ensures that all of the other officers are certain of their responsibilities. When necessary, he/she can delegate additional responsibilities as new situations arise. The chairperson also plays an active role in recruiting speakers for technical talks.

#### **Vice Chairperson:**

The Vice Chairperson is mainly responsible for event advertisement & for organizing all social events sponsored by our chapter. These events fall outside of routine meetings. He/she can collect ideas and feedback from other officers but is largely responsible for suggesting new events and keeping members informed of related events on campus. Along with the other officers, he/she also helps to recruit members as well as speakers for technical talks. Finally, the Vice Chairperson is expected to provide assistance in setup, execution, and cleanup for each chapter event.

#### **Treasurer**

The Treasurer is responsible for managing the IEEE bank account. Along with the Chapter Chairperson, he/she has full signing privileges for this account.

The treasurer is personally responsible for storing checks and other supplies and maintaining historical account information.

### **Secretary**

The chapter Secretary is responsible for managing the chapter's member list and keeping minutes for all officer meetings. Following each officer meeting, the secretary distributes these minutes to all officer via email--highlighting action items assigned to a particular officer. The Secretary also ensures that the member lists are kept up-to-date by inspecting sign-in sheets after each meeting. Finally, the secretary uses the member list to maintain an email list and sends important announcements to this list.

### **Student Members:**

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