Brown IEEE – Board Positions Description

1. The **President** shall lead the core group meetings, make agendas, organize the voting, and make the final decisions on strategic planning. However, the final decision must be accepted by the Officers.

2. The **Vice President** shall assume the President's responsibilities in the absence, disability, or wish of the President. The Vice President is responsible for evaluating the efficiency and value of the various committees.

3. The **Secretary** shall take the minutes of each general meeting, read the minutes of the previous meeting, keep record of the minutes of the various committee meetings and activities, and is responsible to take attendance during meetings.

4. The **Treasurer** keeps accounts, collects dues, deposits the organization's funds, informs fellow officers of the current financial situation, creates Brown IEEE financial reports, keeps track of membership, and makes expenditures in a manner approved by the Student Activities Office.

5. The **Technology Chair** is responsible for everything that has to do with Brown IEEE’s web appearance and communications through the Internet. He or she closely collaborates with the other Brown IEEE Board members when it comes to communicating information and provides technical support. The Technology Chair is in charge of the organization’s marketing issues, the Brown IEE logo etc.

6. The **Events Chair** is responsible for the planning and organization of events sponsored by Brown IEEE.

7. The **External Liaison** is responsible for promoting and maintaining the image of Brown IEEE outside of the University. He or she will facilitate relationships with other IEEE Student and Regional Chapters. It is the responsibility of the External Liaison to maintain an open channel of communication with professionals, academics, and companies in IEEE related fields.

8. The **Community Chair** plans and oversees Brown IEEE participation in community events. He or she will also promote the cooperation of Brown IEEE with other University student groups.