Board Position Descriptions

Requirements of All Board Members

- Must be able to attend board meetings starting at 7:00 pm every other Wednesday (In GRIS 155)
- Attend every professional IIE event (unless you have an exam or Director and Executive Board approved excuse)
  - If you do miss a meeting you must email the Secretary at least 1 day in advance
  - The Secretary and Directors will take attendance at all meetings and events
- Attend 1 office hour per week in GRIS 190
  - The purpose of the office hour is for you to work on planning your IIE events, socialize with other IIE members, and give people information on IIE that might stop by with questions.
Professional Development Committee

**Purpose:** Help develop our members professionally; Help members start networking, get company funding for other events

*ProD consists of 4-6 people that all work together on these events*

- **Lunch n Learn**
  - Plan Lunch’n’Learn events
  - Contact companies or executives

- **All Member Meetings**
  - Plan All Member Meetings
  - Organize skill builders (MBA/GRAD panel; Intern Panel; Company Session)

- **Internal Development**
  - Plan special events (mock interviewing, networking dinner, meeting with alumni on campus, dinner etiquette) just for board members

- **Case Study/Plant Tour**
  - Organize Case Study and Plant Tours for IIE
Public Relations and Marketing (PRM)

**Purpose:** Advertise our events to general members and other students on campus; keep alumni, IE faculty and companies updated on what we are doing; get more general members involved.

- **Outreach Chair**
  - Coordinate on campus and off campus (high school) out reach events to inform students about IE and IIE

- **Digital Media Chair**
  - Create Facebook events for all IIE Events
  - Monitor and update IIE’s Facebook page
  - Monitor and update IIE’s Twitter
  - Monitor Linked In account
  - Monitor IIE Website

- **Newsletter Chair**
  - Create semester newsletter
  - Create semester magazine highlighting new members
  - Write an IIE update article for Purdue IE Alumni Newsletter

- **Marketing Design Chair**
  - Design all flyers and handout for IIE events

- **Historian Chair**
  - Create a scrapbook or slideshow of IIE events that can be posted on IIE website for alumni to view
  - Update IIE display boards in GRIS hallways and IIE office

- **Photographer Chair**
  - Take pictures at IIE events
Programs Committee

**Purpose:** Find volunteer opportunities for IIE; help our members get to know each other and other student organizations on campus; get our faculty more involved.

- **Philanthropy Chair**
  - Responsible for setting up fundraising events each semester
  - Organize the Relay for Life/Dance Marathon participation
  - Responsible for getting IIE involved with other organizations on campus

- **Social Events Chair**
  - Responsible for organizing IIE Board socials

- **Faculty Luncheon/Alumni Relations Chair**
  - Organize Faculty Luncheons
  - Responsible for ordering food for events
  - Increase Alumni Relations

- **Sports Coordinator Chair**
  - Organize IIE sporting events

- **BiggIE SmallIE Coordinator Chair**
  - Organize BiggIE SmallIE events
  - Creates groups of BiggIEs and SmallIEs