WIE Student Advisory Board Positions 2019-2020

Director of marketing

- Update and maintain our Facebook page, create flyers and event RSVPs, and send out bi-weekly newsletters.
- Take photos or coordinate photography at all events.
- Attend the WIE Student Advisory Board Meeting each Sunday from 7pm-8pm. Attendance will be recorded for each meeting.

Graduate Representative

- Work closely with all other board members to ensure representation across their grade level in social media, events and planning.
- Communicate and encourage your peers to attend events and get input for future events and participation.
- Attend the WIE Student Advisory Board Meeting each Sunday from 7pm-8pm. Attendance will be recorded for each meeting.

Chair

- Lead the WIE Student Advisory Board Meeting each Sunday from 7pm-8pm. Record attendance for each meeting.
- Work closely with the Women in Engineering advisor to forecast events for the semester
- Assign tasks to Student Advisory Board Members and oversee event execution.

Vice Chair

- Work closely with Chair of the Student Advisory Board in planning and executing events.
- Attend the WIE Student Advisory Board Meeting each Sunday from 7pm-8pm. Attendance will be recorded for each meeting.

Director of Events

- Submit the appropriate paperwork for each event and ensure facilities, location, and parking (if necessary) are reserved.
- Attend the WIE Student Advisory Board Meeting each Sunday from 7pm-8pm. Attendance will be recorded for each meeting.
Director of Outreach

- Work closely with the Student Advisory Board in planning outreach events such as WIE Connect and Introduce a Girl to Engineering Day (IGED).
- Contact other Viterbi student organizations to collaborate with WIE for outreach events.
- Attend the WIE Student Advisory Board Meeting each Sunday from 7pm-8pm. Attendance will be recorded for each meeting.

Director of Professional Events

- Work closely with the Student Advisory Board in planning professional and academic events such as WIE Meets WII and the Spring Student Faculty Luncheon.
- Attend the WIE Student Advisory Board Meeting each Sunday from 7pm-8pm. Attendance will be recorded for each meeting.