

# **BEPSA Executive Officer and Committee Chair Roles and Responsibilities**

Updated April 2018

## **Purpose of this document**

This document aims to provide information to students interested in running for BEPSA officer and committee chair positions. The document includes “official roles” as defined in the BEPSA by-laws, as well as “unofficial roles” enumerated by the 2015-2016 BEPSA officers to help other students better understand the actual tasks performed by each officer position.

## **Officer eligibility**

Any current BME PhD student is eligible to run for any officer position or committee chair position. There is one exception: only people who have served on the BEPSA executive board for at least one year are eligible to run for president. (Incoming students are not eligible to run for any position with the exception of “first year officer”, who is elected by fellow first year students in the fall term.)

## **Contact Info for 2018-2019 officers**

### **President**

Megan Madonna

### **Vice President/ DAC liaison**

Zack Weaver

### **Chief Financial Officer**

Elise Adamson

### **Chief Technology Officer/ Historian**

Joost Op 't Eynde

### **Resource Committee Chair**

Eric Musselman

### **Events Committee Chair**

Chelsea Fries & Kay Palopoli

### **Outreach Chair**

Rachel Chapla

### **Curriculum Committee Chairs**

John Gilbert & Kristen Hagan

### **First Year Officer**

Erika Chelales & Shikha Sharma

# President

## ***President Official Responsibilities***

- Must have served 1 year minimum in BEPSA executive board.
- Calls and presides over official meetings of the organization
- Maintains organization in good standing with Duke University via communication with the Office of Student Activities and Facilities and/or other interested University entities.
- Serves as an ex-officio member of any committee that is created through By-law
- Serves as a liaison to the Graduate and Professional Student Council (GPSC).

## ***President Unofficial Roles and Tips***

- Serve as the first point of contact for new initiatives from faculty and other groups
- Take care of tasks that keep BEPSA running: host executive officer meetings, make sure elections happen on time, keep by-laws updated, etc. Send a monthly BME events email.
- Serve as the alternate to the VP as the student representative at Grad Affairs Committee meetings with faculty
- Check-in with BME GPSC and EGSC representatives to keep abreast of ongoing issues in engineering and the Graduate School
- Maintain connections with UNC/NCSU BME student officers to host joint events

# Vice President/ Doctoral Affairs Committee Liaison

## ***VP Official Responsibilities***

- Acts as tie-breaking vote in matters of business
- Acts in place of the president when the president is absent
- Oversees committee activity. Committees must report to the vice president with deliverables.
- Serves as ex-officio member of any committee that is created through By-law
- Acts as an alternate for the Graduate Affairs Committee Liaison

## ***Grad Affairs Committee Liaison Official Responsibilities***

- Attends and prepares information for monthly Grad Affairs Committee meetings, participates in discussions, and disseminates committee actions to the executive board via official reports from each meeting.
- Represents the voice of BEPSA at Grad Affairs Committee meetings via: minutes from executive committee meetings, survey responses, etc...

## ***Grad Affairs Committee Liaison Unofficial Roles and Tips***

- Establish professional relationship with members of the GAC committee. You must be assertive in voicing the opinions of the graduate students.
- Have a comprehensive understanding of the goals and actions of all the BEPSA committees.
- Have a general understanding of the opinions of the BME graduate student body. It is important to recognize the effects of decisions made in GAC meetings will have on the students.

## Chief Financial Officer (CFO)

### ***CFO Official Responsibilities***

- Maintains accurate ledger and financial records
- Approves all expenditures from the organization financial account
- Approves (i.e. signs) all requests for allocations from third party sources
- Delivers a financial report upon the request of the membership
- Serves as ex-officio member of any committee that is created through By-law

### ***CFO Unofficial Roles and Tips***

- Meets with Director of Graduate Studies to establish an agreed budget for food at BEPSA meetings (General Body Meetings, Town Halls, etc.), which is funded by the BME department
- Assists with applications for external funding (for example, GPSC)
- Coordinates fundraising events
- Keeps the group compliant with purchasing and branding guidelines

## Chief Technology Officer/ Historian

### ***CTO/Historian Official Responsibilities***

- *Maintains the official roster of the organization and the email listserv*
- *Records minutes of all official meetings of the organization*
- *Maintains official historical file for the organization (constitution, by-laws, minutes, rosters, financial records, etc...)*
- *Maintains organization website, facebook site, and multimedia publications*
- *Manage official communications and distributions (i.e. on letterhead) from BEPSA to the outside community*
- *Maintains digital branding and design files*
- *Maintains survey system and consults with committees to conduct surveys*
- *Serves as ex-officio member of any committee that is created through By-law*

### ***CTO/Historian Unofficial Roles and Tips***

- Maintain the BEPSA website, Sakai, Facebook, and Instagram for communication with the student body
- Maintain BEPSA Dropbox for internal documents and records
- Schedule meeting rooms and send out meeting reminders. Record notes and action items during meetings.

## First Year Officer

### ***First Year Officer Unofficial Roles and Tips***

- Top priorities are making sure all first years are aware of BEPSA's purpose and encouraging first year participation on committees and for recruitment
- Work with social chair on coordinating BME hangout location for campout

- Work with social chair and president to perform various roles at recruitment events (e.g. transportation of recruits, presentation on Duke/Durham life)

## Resource Committee Chair

- **Resource Committee Official Responsibilities**
- *Resource Committee* will focus on generating a first year survival guide, providing student mentorship (including first year outreach), organizing fellowship & internship panels, and facilitate networking with Duke BME alumni.

### **Resource Committee Unofficial Roles and Tips**

- Apply for the Graduate School's Professional Development Grant yearly in the Fall
- Advertise professional development activities and outreach opportunities that are of particular interest to BME PhD students
- Compile useful resources for students & distribute them through the "General Resources Document", "First Year Handbook", Facebook page, or monthly newsletter as appropriate
- Keep in touch with Dave McDonald (or his equivalent) at the Career Center
- Help organize speakers & panels for the BME seminars,
- Conduct periodic surveys about career and professional development
- Moderate the Duke BME PhD LinkedIn group

## Events Committee Chair

### **Events Committee Official Responsibilities**

- *Events Committee* will coordinate events to promote unity and fun within the department including but not limited to: BME retreat, new student recruitment, social events, and conference outreach.

### **Events Committee Unofficial Roles and Tips**

- Organize activities around basketball camp-out, halloween party, winter holiday party, new student recruitment, and spring retreat
- Campout: Work with current students to figure out what role BEPSA should play at campout. May host a fundraiser, or may simply organize a BME student camp-out site.
- Halloween party: Organize decorations, food, and activities for the event
- Winter holiday party: Organize food and drinks
- Recruitment events: Main responsibility is getting quotes and selecting a restaurant and bar for evening events. Work with BEPSA officers to have people give a campus tour and welcome presentation.
- Retreat: Work with DGSA to finalize schedule of speakers and events. Work with officers to plan a fun "beach event" prior to the start of official retreat activities.

## Outreach Committee Chair

### ***Outreach Committee Official Responsibilities***

- *Outreach & Community Involvement* will organize and publicize volunteer and community service opportunities available on campus and in the Durham area.

### ***Outreach Committee Unofficial Roles and Tips***

- Host outreach events on our own or with UNC/NCSU BME students
- Maintain contact with organizers at the Museum of Life + Science and the Durham Literacy Center
- Update outreach resource to present opportunities to students (current directory includes a description of each opportunity, website link, organization contact info, and Duke point of contact for the organization)
- Work with the events committee to organize department outings such as trivia, intramural sports, etc.

## Curriculum Committee Chair

### ***Curriculum Committee Official Responsibilities***

- *Improvement of PhD Curriculum and Program Structure Committee* will communicate with students and faculty regarding necessary improvements to the PhD program/curriculum including but not limited to: BME seminar series, degree milestones (preliminary exam, dissertation proposal, defence), and teaching assistantships.

### ***Curriculum Committee Unofficial Roles and Tips***

- Oversee BME Seminar Part 1, BME Seminar Part II, and the TA short course: Primarily includes finding & supervising a TA or course organizer for each course, and helping manage some of the logistics and class curriculum changes
- Should be willing to supervise course organizers & follow-up to ensure course-related tasks are completed
- Conduct surveys to improve courses based on student feedback
- Correspond with Dr. Wax and Dr. Collier on the progress of courses and any issues that arise
- Feel free to pursue other projects/tasks!
  - Writing group
  - Mentoring system