The IEEE EMC SCV Chapter is looking for candidates for 2022 Officers about 5 hours of work per month

Chair/Vice Chair:
- Organize adcom as needed, ensure to communicate with the host about upcoming meetings.
- Look for speakers for the year of 2019 (allowed 3 out of town speakers, look into Distinguished lecturer from EMC-S)
- Organize Mini Symposium, identify venues, answer questions from the vendors and attendees regarding logistics
- Enter the meetings in advance in vtools so that they are searchable for visitors not on the mailing list
- Present to Section the Chapter Status
- Conduct monthly meetings
- Post on Social Media (Facebook and Linkedin)

Treasurer:
- Balance the checkbook
- Provide a yearly budget
- Fill in financial statements as required by Section at the end of the year
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Secretary:
- Document Adcom meetings
- Send monthly communication to mailing list
- Update meetings in Vtools L31
- Social/media (could be a different position on itself)

Institution/Marketing:
- Emails company for chapter sponsorship and Mini Symposium Exhibitors
- Provide benefits from the sponsorship and presence at the Mini Symposium
- Acquire the artwork of companies logo

Webmaster:
- Update upcoming speaker info
- Create Mini Symposium Registration page
- Maintain www.scvemc.org