



## IEEE Student Branch

School Code – 41375814

University School Of Information Technology GGSIPU, Kashmere Gate, Delhi-110403

### **Execom 2011-2012**

#### **1. Execom Structure for Academic year 2011- 2012**

Executive committee will comprise of following designations

1. Chairperson
2. Vice Chairperson
3. General Secretary
4. Treasurer
5. GINI representative
6. Joint Secretary( Technical)
7. Joint Secretary(HR & Publicity)

#### **2. Duties of various Execom Members:**

##### **1. Chairperson**

1. Preside at all meetings of the Branch.
2. Hold regular meetings of the Branch Executive Committee and serve as Chair.
3. Appoint Program, Publicity and Membership committee Chairs promptly.
4. Prepare the necessary reports for IEEE Student Services:
  - *Annual Plan - 1 November.*
  - *Annual Report - 1 May.*
5. Arrange for the election of new Officers annually.
6. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Branch records.
7. Work with and coordinate some activities with Section and Region Officers.
8. Communicate frequently with other Branch Officers, particularly during the summer months when you are not at school.
9. Official signatory for any branch communication.

## 2. Vice Chairperson

1. Chair the Program and Membership Committees.
2. Organize field trips or special events beyond regular program efforts.
3. Arrange for refreshments at Branch meetings.
4. Assist the Chair in following up on assigned committee responsibilities.
5. Perform all functions of Chair in the latter's absence or upon request.

## 3. General Secretary

1. Submit the *Newly Elected Student Officer Reporting Form* to IEEE Student Services.
2. Keep detailed records of each Branch meeting and seminars.
3. Maintain the Branch membership roster and committee assignments list.
4. Be responsible for all Branch correspondence.
5. Post a calendar of events.
6. Responsible for logistics and planning of all branch activities.
7. Responsible for Hard Design of brochure, website, posters etc.
8. Arrange for an orderly transfer of all Branch records to the incoming Secretary.

## 4. Treasurer

1. Maintain the appropriate Branch accounts. Your bank account should be an interest bearing requiring two signatures.
2. Prepare an annual budget for inclusion in the *Annual Plan of Activities* report.
3. Prepare the final Financial Statement for inclusion in the *Annual Report of Activities*.
4. Oversee all fundraising efforts.
5. Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.

#### 5.GINI(Global Integrated Network of IEEE) Representative

- 1.Making sure to living up to the ideals of GINI and making continuous efforts of interacting with our own as well as members from other student branches
- 2.Lending a helping hand in the reactivation of sick student branches.
- 3.Organising membership campaigns.
- 4.Conduct awareness sessions and realise technical as well as interactive meetups.

#### 6.Joint secretary (Technical)

1. Assist General Secretary in conducting any technical event in the branch.
2. Responsible for arranging technical logistics of all branch activities.
3. Promoting technical collaboration and activities to all the student members of the branch.

#### 7. Joint secretary (Human Relations and Publicity)

1. Responsible for managing human resource,volunteer strength etc. especially during branch activites.
2. Responsible for establishing public relations with other faculty.
3. Responsible for public relations with other student branches as well.
4. Responsible for cooperate communication with industry for sponsorship and technical collaborations