

# UCLA IEEE Elections 2015

## Rules and Details

Complete the IEEE Officer Board Application located at: <http://goo.gl/YdOD6Z>.

The deadline is April 21<sup>st</sup>, 11:59PM PST.

- **Be sure to bring a flash drive with your presentation on it. There is no internet access in Boelter 2444.**
- You must be an IEEE member to vote and/or run.
  - Link to sign up:  
[http://www.ieee.org/membership\\_services/membership/join/join\\_DB.html?WT.mc\\_id=fm1\\_joi\\_joi](http://www.ieee.org/membership_services/membership/join/join_DB.html?WT.mc_id=fm1_joi_joi)
- You must be present at election in order to vote and/or run.
- If you leave early, you can only vote for candidates who have already presented.

## Presentation Details

### **Projects Positions:**

- Appointed with interview
- Applicants must still complete an application
- Corresponding current projects leads, projects managers, and president will sit in

### **Administrative Board:**

- 5-6 minute presentation
- 10 minute Q&A

### **Executive Board:**

- 8 minute presentation
- 15 minute Q&A

Presentations should include:

Outline of ideas and initiatives for this position (Should take the majority of time)

Brief background/qualifications

What IEEE means to you and why you want to be an officer

## Position List

### **Executive Board**

- President
  - Develop vision for the organization and pursue it
  - Lead the officer board and organize overall big-picture activities
  - Communicate between EE Department and School of Engineering

- External VP
  - S-PAVe
  - Startup Fair
  - IDEA Hack Logistics
- Internal VP
  - EE Town Hall
  - General Meetings
  - Club-wide socials
  - General Board

### **Administrative Board**

- Corporate Relations
  - IDEA Hacks Committee
  - Bring in funding for IEEE
  - Communicates with corporate sponsors for funding and info sessions
- Treasurer
  - Accounts and budgeting
  - Distribution of funding
  - Communication with EE Department for parts orders
- Events Coordinator
  - Booking rooms
  - Ordering food
  - IDEA Hacks Committee
- Secretary
  - Newsletter
  - Officer Meeting Notes
  - IDEA Hacks Committee
- Publicity
  - Boelter Publicity Board
  - Take pictures, create flyers, publicize events for IEEE
  - Update the website and social media
- Mentorship/Alumni Relations
  - Alumni Newsletter
  - MentorSEAS
  - IDEA Hacks Committee

### **Projects Board**

- Projects Manager
  - Manages the IEEE Lab
  - Creates and approves Parts Orders
  - Student Projects Initiative
  - Manages 3D Printer + Othermill, along with lab tools
- Workshops Chair
  - IEEE Essentials

- Soldering Workshops
- 3D Printing Workshops
- EAGLE Tutorials
- Even more!
- OPS Lead (2)
- Micromouse Lead (2)
- NATCAR Lead (2)
- C3 Lead (run as one or two)
- Webmaster
  - App (Maintain, Update, etc.)
  - Website, requires some experience in PHP/Java/MySQL