

Definition and responsibilities of the Undergraduate Materials Society Officers:

President: The president is the main contact for the Undergraduate Materials Society. The President's responsibilities include:

1. Calling and leading meetings
2. Delegating tasks
3. Overseeing or planning events
 - a. Speakers
 - b. Tours
 - c. Community service
 - d. Social/Recruiting
4. Keeping in contact with the faculty especially the UMS advisor and department chairperson
5. Encouraging student participation in UMS events/open houses/tours.
6. Knowing USG guidelines/making sure they are adhered to.
7. Knowing funding sources and due dates for proposals
8. Awareness of Professional Societies (Attending/assigning delegates)
9. RECRUITING!!!

Vice President: The Vice President aides the president with executing his/her responsibilities including:

1. Writing Annual Materials Advantage Report
2. Writing Proposals/Funding requests
3. Getting Pizza for meetings
4. Event planning
5. Undergraduate lounge
6. RECRUITING!!!

Secretary: The secretary is the communication center for the UMS and his/her responsibilities include:

1. Keeping/updating email list

2. Keeping meeting notes
3. Attendance sheets
4. Advertising for events

Treasurer:

1. Knowing USG guidelines / how to spend money
2. Coordinating logistics of fund transfers
3. Making sure that money obtained is actually spent
4. Awareness of budget
5. Assisting in writing proposals/Funding requests
6. Making sure people get reimbursed

Techie:

1. Computer administrator
2. Updating software
3. Scanning for viruses
4. Creating accounts for members who desire accounts on computer
5. Website administration