



SEAOI YOUNG ENGINEERS COMMITTEE ROLES AND RESPONSIBILITIES

(last updated July 7, 2016)

Co-Chair

- Coordinate with the other Co-Chair to oversee the six chairs of the Young Engineers
- Committee (VEC) to uphold the YEC's Statement of Purpose.
- Organize and maintain YEC annual event schedule, including a variety of events ranging from professional events to social networking events and volunteer opportunities.
- Keep the general SEAOI population apprised of the YEC events through the *Young Engineers Corner* in the monthly SEAOI Bulletin.
- Attend SEAOI Board meetings and report to the Board of Directors about the YEC events and relevant topics.
- Maintain a budget for the YEC to ensure that money allocated from Board is used judiciously.
- Organize regular meetings for the YEC to coordinate events.
- Organize and recruit for the Dinner Meeting Mentor Program, including matching Young Engineers with mentors.
- Collaborate with other SEAOI Committees to encourage participation from Young Engineers where needed.
- Coordinate with the NCSEA Young Member Group Support Committee and other Structural Engineer Association Young Member Groups.

Communications Chair

- Manage and monitor the YEC Google account, including payment of annual fee
- Maintain YEC distribution email list
- Compile and send out email communications about SEAOI and YEC events
- Maintain RSVP lists for events

Membership Chair

- Collaborate with the SEAIO Social Networking Chair, Social Media Chair, Professional
- Events Chair, and Volunteer Chair in efforts to increase membership for SEAIO and the YEC through new events and opportunities
- Coordinate with the SEAIO Executive Office to monitor/poll membership (YEC) on interests and other desires for their continued membership in SEAIO, i.e. membership surveys
- Maintain records of Young Engineer Membership, including event attendance, contact information, and SEAIO membership
- Recruit and interview Young Engineers for the *Young Engineer Spotlight* in the monthly SEAIO Bulletin

Professional Events Chair

- Organize, coordinate, and execute professional networking events.
- Yearly events include:
 - Construction site visits, including buildings, bridges, industrial, or fabrication
 - Panel discussions
 - Project presentations
- Coordinate with Social Events Chair to plan networking happy hours following relevant professional events, such as site visits.

Social Events Chair

- Organize, coordinate, and execute social events to include, but not limited to happy hours, sporting events/ticketed events, and exam celebrations.
- Reserve/purchase tickets for ticketed events such as Cubs, Blackhawks, White Sox, etc.
- Attend at least one sporting event a year, two if there is a demand.
- Making reservations for YEC social events. Negotiate pricing deals with venues.
- Yearly social networking events:
 - Summer happy hour, usually in June
 - Summer baseball game
 - Post-site visit happy hours (coordinate with Professional Events Chair for this event)
 - Post-SE/PE Exam celebrations, spring and fall
 - Winter/holiday happy hour (coordinate with Volunteer Chair for this event)
- Outreach to other professional organizations to co-host social events in order to prompt further networking opportunities.

Social Media Chair

- Coordinate with the SEAIO Executive Office and Co-Chairs to determine events that need to be advertised on social media
- Manage SEAIO Facebook, Twitter, and Instagram accounts, highlighting upcoming events and past events
- Gather media from presentations and meetings to post to social platforms
- Actively take pictures and record goings on at YEC and SEAIO gatherings so they can be reported on our social platforms

Volunteer Chair

- Collaborate with the SEAIO Public Relations/Outreach Committee Chair on the SEAIO sanctioned volunteer events throughout the year to recruit member volunteers
- Yearly volunteer events:
 - Future City Competition judging
 - IIT DuPage E-Week Expo
 - Greater Chicago Food Depository
 - Des Plaines Public Library Family Science Expo
 - Metropolitan Family Services Holiday Toy Drive
- Past Events:
 - CAF Family Day
 - MSI Science Day
- Potential Future Events:
 - Skokie Library Science Day
 - Oakton Community College Engineering Festival
 - Rebuilding Together
 - CANstruction

Past Chair

- Support Co-Chairs in their role as leaders of the YEC
- Provide assistance to the YEC in general as needed
- Compile and maintain YEC historical records
- Attend SEAIO Board meetings as representative of the YEC, in the event that both Co-Chairs are unavailable