sme membership

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Student Chapter Officer Position: Chair-Elect

Term: 1 year

Time Commitment: 8+ hours a month

Required: Yes

Position Description

The student chair-elect position assists the student chapter chair with chapter leadership. This position automatically succeeds the Chair at the end of the fiscal year, so the Chair-Elect's primary responsibility is to prepare for the role of the Chair.

Responsibilities

- Assist the chapter chair in leading the chapter.
- Engage members by promoting SME chapter meetings and programs regularly, including certifications, events, and leadership opportunities.
- Coordinates the chapter's strategic planning efforts, helping guide the chapter through its short-term and long-term goals.
- Oversees membership recruitment and retention endeavors.
- Participating in, and leading, meetings the chair is unable to attend.
- Counseling and advising chapter administrative committees.
- Ensuring all chapter officials meet their responsibilities, and all required documents are completed and submitted on schedule.
- Become familiar with SME's Governance documents and bylaws.
- The chair-elect may take on additional roles (assisting with awards, election, student engagement, etc.).

For more information about the position, please see the SME Governance document.

Revised: January 2024