



 ***Engineering Student Council***

EXECUTIVE POSITIONS

PRESIDENT

kmoyer@iastate.edu

chhina@iastate.edu

isu.esc.presidents@iastate.edu

5-7 hours

- Oversee the Executive Board
- Preside over both general body and executive meetings
- Support executive team members in their positions
- Schedule meetings with the Dean of Engineering and ESC's advisor at least twice a semester
- Present an annual budget and request for funding to the Dean of Engineering by October 1
- Represent Iowa State's ESC at the National Association of Engineering Student Councils (NAESC) regional and national conferences through personal or delegated attendance
- Review the constitution and bylaws yearly and revise it as necessary
- Appoint executive officers, StuGov senators, and other positions for temporary purposes, as needed
- Lead weekly executive meetings and monthly general meetings

VP OF FINANCE

lehlas@iastate.edu

isu.esc.treasurer@iastate.edu

1-3 hours

- Direct the distribution of Engineering Student Council allocations to student organizations in both fall and spring semesters
- Manage a budget for Engineering Student Council
- Present a written report of finances to the executive board once a semester
- Support clubs with funding questions

VP OF EVENTS

- Schedule and run the “Order of the Engineer”
- Plan the Engineering “Student Leadership Banquet”
- Schedule and run “Engineering Club Fest”
- Support clubs with event needs and scheduling
- File appropriate Risk Management paperwork for the organization’s social events

maggec@iastate.edu

arlengri@iastate.edu

2-5 hours

VP OF OUTREACH

- Schedule both General Body and executive meetings
- Record attendance at executive and general meetings
- Create and maintain ESC contact platforms (Listserve)
- Monitor the trademark surveys and submitted logos
- Submit documentation to ISU's Risk Management Office
- Meet College of Engineering Specialist weekly
- Sign up ESC for outreach events throughout the year

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divija@iastate.edu

isu.esc.admin@iastate.edu

1-2 hours

VP OF COMMUNICATIONS

- Maintain ESC's website
- Maintain social media accounts (Instagram, LinkedIn)
- Manage and maintain correspondence with sponsored clubs
- Promote events to engineering body with posters and signage around campus
- Take headshots of new executive team and update them on the websites

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jayaed16@iastate.edu

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2-4 hours

VP OF STUDENT AFFAIRS

- Coordinate with VP of events to plan tabling events on campus to gain student body feedback
- Create feedback summary documents for presidents to share at faculty and dean meetings
- Preside over a Feedback session and dean interaction for the College of Engineering

econey@iastate.edu

1-2 hours

VP OF COMMITTEES

kmoyer@iastate.edu

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2-3 hours

- Work with executive team to coordinate committee help
- Meet with committee group bi-weekly to coordinate committee work
- Talk to peer mentor groups to encourage freshmen to join a committee
- Help VP of Outreach with events to encourage people to join committees

*We recommend being a prior member of ESC for this position