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
- 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 SEAOI Social Networking Chair, Social Media Chair, Professional Events Chair, and Volunteer Chair in efforts to increase membership for SEAOI and the YEC through new events and opportunities.
- Coordinate with the SEAOI Executive Office to monitor/poll membership (YEC) on interests and other desires for their continued membership in SEAOI, i.e. membership surveys.
- Maintain records of Young Engineer Membership, including event attendance, contact information, and SEAOI membership.
- Recruit and interview Young Engineers for the *Young Engineer Spotlight* in the monthly SEAOI 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 SEAOI Executive Office and Co-Chairs to determine events that need to be advertised on social media
- Manage SEAOI 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 SEAOI gatherings so they can be reported on our social platforms

**Volunteer Chair**
- Collaborate with the SEAOI Public Relations/Outreach Committee Chair on the SEAOI 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 SEAOI Board meetings as representative of the YEC, in the event that both Co-Chairs are unavailable