# *Committee Information Sheet*

1. Fundraising/Sponsorships

    a. External Sponsorship Committee (4-5 members)

        i. Responsible for contacting companies for sponsorships and funding

        ii. Responsible for managing funds related to external sponsors

    b. Department Funding Committee (2-3 members)

        i. Responsible for obtaining and managing funding from CSEE department

    c. National IEEE Funding (2-3 members)

        i. Responsible for applying for an S-PAC budget from IEEE

        ii. Responsible for managing additional funding budgets provided by national IEEE branch

    d. General Fundraising (4-5 members)

        i. Responsible for planning and hosting small-scale fundraisers, i.e. bake sales, raffles, etc.

    e. Large-Scale Fundraising (4-5 members)

        i. Responsible for planning a large-scale fundraising event, i.e. competitions, conferences, etc.

2. Outreach

    a. Collaborative Interscholastic Projects (3-4 members)

        i. Responsible for communicating with local IEEE branches

        ii. Responsible for planning interscholastic projects

    b. Regional Conferences (3-4 members)

        i. Responsible for planning and managing regional and local conferences for student members

    c. Educational Programs (3-4 members)

        i. Responsible for contacting elementary, middle, and high school science and engineering programs for possible service activities

3. Internal Organization

   a. Slack App Setup (1-2 members)

      i. Responsible for managing all communication through Slack

   b. Laboratory Maintenance (1-2 members)

      i. Responsible for maintaining organization within the laboratory

   c. Member Recruitment (4-5 members)

      i. Responsible for handling general advertisement and member recruitment

   d. Project Management (2-3 members)

      i. Responsible for organizing overall project documentation and organization

4. Small-Scale Projects

   a. Laboratory Décor (4-5 members)

      i. Responsible for handling decorations for laboratory interior

      ii. Responsible for designing an active display for laboratory door

   b. Website Design (1-2 members)

      i. Responsible for designing and maintaining organization website

   c. Inventory Maintenance (2-3 members)

      i. Responsible for managing inventory and organization of parts

Last Updated: November 16th, 2014 (S. Kulandaivel)