

## **BMES Officer Positions**

### **President:**

Responsible for ALL BMES events, communications, and funding. Duties include: planning monthly meetings, outreach to corporate sponsors, communication with the BME department, BME Undergrad Lounges, T-Shirts, Membership Cards, etc.

### **Vice President:**

Responsible for all communications with students including maintaining the Facebook site, creating events via Facebook, and sending reminder emails to all BME student. Assist the President when needed.

### **Treasurer:**

Responsible for society funds which includes but is not limited to BME Department Funding, Membership Dues, and Sponsorships.

### **Secretary:**

Responsible for taking Officer Meeting minutes and communicating them to the necessary parties.

### **Historian:**

Responsible for documenting society events and creating a scrapbook at the end of the year.

### **Directorship Coordinator:**

Responsible for recruiting directors and coordinating additional BMES events.

### **Volunteer Coordinator:**

Responsible for community outreach events. Locates, plans, and encourages members to give back to the community.

### **WebMaster:**

Responsible for upkeep of the BMES website.