Open Leadership Roles/Positions on the ACM Council

- **Council Chair**
  - Help facilitate council meetings
    - Be directly in contact with the VP to make sure all tasks are being accomplished in the Task pool. See Section 4.2.1 of Constitutional Guidelines
    - Set up meetings VCC VP keep a running task schedule.
    - 1 meeting a week with the VCC VP
    - Set up meetings with Council members
      - Make sure everyone in the council is talked to given a task once a week or has already been given a talk and has accomplished assigned tasks.

- **Vice Council Chair**
  - Help facilitate council meetings
    - Be directly in contact with the VP to make sure all tasks are being accomplished in the Task pool. See Section 4.2.1 of Constitutional Guidelines
    - Set up meetings VCC VP keep a running task schedule.
    - 1 meeting a week with the VCC VP
    - Set up meetings with Council members
      - Make sure everyone in the council is talked to given a task once a week or has already been given a talk and has accomplished assigned tasks.

- **System Administrator SR | CHASE LEE**
  - Be able to tell people about ACM or not, be invisible. poof!
  - Responsibilities
    - Monitor the ACM / LUG network.
    - Perform Hardware Maintenance when required.
    - Respond to inquiries about networks and other help.
    - Help officers directly
    - Report well being of the server room (Temps)
    - Advise about Purchases of hardware for ACM (See Equipment manager)
    - Help Facilitate membership issues.
      - Mac addresses
      - Membership accounts
      - Emails
      - Database issues
    - Special permissions
      - Behold you wield essentially all power.
        - All sudo - root access on all machines.
○ ACM Calendar access.
○ ACM social media account access.
○ ACM announce email list access.
○ ACM website admin
○ Server Room keys
○ Keys to all sorts of Drawers/3d printer/cabinets

● System Administrator JR
  ○ Be able to tell people about ACM
    ■ Responsibilities include:
    ● Learn sysadmin see SR sysadmin.
    ● Help Facilitate membership issues.
      ○ Mac addresses
      ○ Membership accounts
      ○ Emails
      ○ Database issues
  ○ Special permissions
    ■ Behold you wield some power sudo on some systems.

● WebMaster
  ○ Be able to tell people about ACM
  ○ Be a spider at heart.
    ■ Responsibilities include:
    ● Maintain the website, SIG info (talk to Sig coordinator)
    ● Maintain the officers (Make sure all officers send you a bit about themsefs and a photo. It goes on the officer webpage)
    ● Events
  ○ Special permissions
    ■ Admin on website server

● Sponsorship & Donation Coordinator
  ○ Be able to tell people about ACM
  ○ Responsible for Sponsorship in ACM
    ■ SIG sponsorship (working with Treasurer, sig liaison & sig leader)
    ■ Social events sponsorships working with (Social event Coordinator)
    ■ ACM sponsorships working with (Treasurer, VP, P)
    ■ ACM Donations of hardware (Equipment Manager, P)

● Equipment Manager
  ○ Be able to tell people about ACM
  ○ Responsible for working equipment in ACM ask this weekly of these people.
    ■ Work with Sponsorship coordinator for hardware.
      ● Please talk to Sr Sysadmin to get a better idea.
- Work with Treasurer for purchase orders.
- Work with VP / P for purchase orders.
- Have a general idea of what ACM needs for hardware equipt.

- **Graduate Liaison**
  - Be able to tell people about ACM
  - Responsible for introducing grad students to ACM
    - Keeping them informed about events: Company Tech Talks
    - Keeping them informed about ACM equipment that they can use for research
    - Bringing new Grad students to ACM
    - Reminding people that it’s ok to have fun, stop research for a day, LAN PARTY

- **Alumni Liaison**
  - Be able to tell people about ACM
  - Create/Maintain alumni webpage. Also Create a list of interested contributing alumni members, Linkedin
    - Add people interested to the ACM alumni linkedin.
  - Maintain an Alumni slack
    - Allow collaboration between alumni and current ACM members.
    - Allow connections between companies that alumni are at and ACM.
    - Proceed to invite a few alumni back every year to talk.
      - Coordinate that with events coordinator.

- **Campus Liaison**
  - Be able to tell people about ACM
  - Attends College of Engineering Events (representing ACM President and Vice President)
    - Responsibilities Include
      - Go to engr100 to explain SIGS twice a semester.
        - Transfer section talk, with 3 min powerpoint
        - Freshman section talk with 3 min powerpoint
        - Communicate Success or failures of presentations to vice president.
      - Attend COE events
        - Engineering Council meetings for ACM
          - Things to bring/do:
            - Budget from the Treasurer
            - List of SIGs from the SIG liaison
            - Overview of next 2 weeks of events (see calendar, any large conference events as well)
            - Know who the P, VP and T of ACM are in the event something important comes up where you will need to contact them
            - Take notes at the meeting on things pertinent to ACM.

- **Head-Event Coordinator**
- Be able to tell people about ACM
- Responsible for Coordinating all events and systematically managing them
- Coordinate with VP and Treasurer to ensure smooth success
- Events: **GBM’s & Company Tech Talks**
  - Responsibilities include:
    - Communicating with Company contact to discuss dates, time, food, and talk abstract
    - Communicating with CS Dept. to get lab or lounge reserved
    - Communicating with ACCC to get lecture center hall reserved
    - Communicating with Treasurer to place order for food
- Special permissions
  - ACM calendar edit/add/remove power.
  - ACM social media account access.
  - ACM announce email list access.

- **Social-Events Coordinator**
  - Be able to tell people about ACM
  - Responsible for all social gathering events
  - Coordinating with Treasurer to actively find low-budget funding for small events
  - Events: **LAN Parties & Stump the Profs**
    - Responsibilities include:
      - Communicating with CS dept. To get lounge reserved for Saturday’s
      - Communicating with Treasure to determine how much food to order
      - Setting up before the LAN party begins:
        - Put agenda on whiteboards
        - Setup tables and chairs at your discretion
        - Setup an ethernet cable from acm to the tables
  - Special permissions
    - ACM calendar edit/add/remove power.
    - ACM social media account access.
    - ACM announce email list access.

- **Graphic Designer**
  - Be able to tell people about ACM
  - Responsible for managing and creating graphics for posters, advertisements, and general art work for events
    - Responsibilities include
      - Art for Lan Party advertising
      - Art/Photos for GBM
      - Art for programming competition
      - Art for Sigs upon request. (Logo or graphic)
      - ACM general flyers
- **Social Media Marketer**
  - Be able to tell people about ACM
  - Responsible for maintaining our social media accounts - Facebook, Twitter, & Slack
    - Responsibilities include:
      - Making Facebook events for each event
      - Announcing events on Twitter/Sending out reminders
      - Updating accounts with recent photos from events
      - Answering any messages that these accounts receive
  - Special permissions
    - ACM social media account access.
    - ACM announce email list access.