

# 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. pooff
  - 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 themselves 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 intrested 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.