



Tau Beta Pi

The National Engineering Honor Society
California Epsilon – University of California, Los Angeles. Est. 1952
Office: Boelter Hall 6266K. taubetapi@seas.ucla.edu <http://tbp.seas.ucla.edu>



Tau Beta Pi Officer Positions

Position	Duties
ALL	<ul style="list-style-type: none"> - Attend all officer meetings - Assist in events (community service, mentorship, etc.) - Monitor candidates and ensure that requirements are met promptly
Secretary	<ul style="list-style-type: none"> - Take minutes at every officer meeting - Complete chapter reports to Headquarters - Maintain the organization's records and archives - Update all member information
Treasurer	<ul style="list-style-type: none"> - Explore fundraising opportunities (e.g. fundraisers, grants and sponsorships) - Maintain and control budget and cash flow of the entire club - Compose funding proposals and sponsorship packets
Publicity	<ul style="list-style-type: none"> - Create and post publicity for all events (e.g. painting A-board, flyers, etc.) - Update the TBP Bulletin Boards as necessary - Maintain the weekly newsletter sent out to members
Social	<ul style="list-style-type: none"> - Organize 3-4 socials per quarter - Gather all necessary materials for socials
Corporate Relations	<ul style="list-style-type: none"> - Contact companies for sponsorships - Plan Professional Development, Engineering Futures workshops - Maintain member resume book
Historians	<ul style="list-style-type: none"> - Take and upload photos for archival purposes - Create scrapbook/video and cover pages for Annual Report of Activities
Webmasters	<ul style="list-style-type: none"> - Update and add functionality to the website - Maintain all current club info/activities on web
Community Service	<ul style="list-style-type: none"> - Organize community service opportunities for members and candidates - Encourage general members to come out to community service events - Host TBP community service events
Tutoring	<ul style="list-style-type: none"> - Organize quarterly tutoring schedule - Maintain the professionalism of TBP tutoring - Responsible for advertising for TBP tutoring
Academic Outreach	<ul style="list-style-type: none"> - Host review workshops for a variety of lower-division classes - Prepare lectures and practice problems for these review sessions
Project/Rube Goldberg	<ul style="list-style-type: none"> - Brainstorm ideas for engaging projects that TBP can host - Explore project ideas, oversee the project progress - Encourage members to take an active role in projects - Lead project committees to plan event successfully
Member Coordinators	<ul style="list-style-type: none"> - Monitor distinguished actives and candidates - Improve and maintain the initiation process
Education Outreach	<ul style="list-style-type: none"> - Plan weekly EMCC modules - Coordinate with schools to increase community service opportunities - Encourage members to come out and participate
Mentorship	<ul style="list-style-type: none"> - Host mentorship events and workshops for underclassmen (e.g. IIN) - Coordinate with MentorSEAS in planning various mentorship programs
Club Liaisons	<ul style="list-style-type: none"> - Update TBP about events regarding other student organizations