Presidents & Vice-Presidents Functional
Agenda

• Icebreaker
• Introduction
• P VP Roles
• Healthy Board
• Conflict Resolution
• P VP Interaction
• Conducting Meetings
• CEB Retreats
• Chapter Timeline
Icebreaker

- Name
- Position
- School
- Major
- Zone
- Most Embarrassing Moment
Introduction—About Roy

• Wichita State University
• Major: Aerospace Engineering
• Minor: Mathematics
• Enjoy: Singing, flying, rollercoasters, running
• Past Positions: Membership chair, PCI Co chair, Senator, President, FRC Chair
• This summer I interned at Spirit Aerosystems as a Design Engineer
• Interesting Fact: I was born in Kaiserslautern Germany
Introduction- About Christian

• Senior in Biological Systems Engineering at Iowa State University
  • Biorenewable Resources focus
  • Mathematics minor
• Enjoy movies (a lot) and playing sports
• Past Positions: Chapter Chair, Treasurer, and Freshman Outreach Chair
• 2 internships with John Deere
• This summer: service learning in Uganda, traveled Western Europe and East Coast of US
CEB Structure

Administration Zone (CEO)
- President—Leader
- Vice President, Treasurer, Secretary, Programs Chair, Parliamentarian, President Emeritus

Membership Zone
- Vice President—Leader
- Membership Chair

Finance Zone
- Treasurer—Leader
- Finance Chair, Fundraising Chair, Corporate Liaison, CPC Chair/Committee

Communications Zone
- Secretary—Leader
- Telecommunications Chair, PR Chair, Publications Chair, Historian

Programs Zone
- Programs Chair—Leader
- Academic Excellence Chair, Community Service/TORCH Chair, PCI Chair

Senate
- Parliamentarian—Leader
- Senators
President’s Responsibility

• Preside over all chapter meetings
• Provide an agenda for meetings
• Serve as Representative of the chapter
• Appoint and remove all board members
• Secure location for meetings
Presidential Role

- Oversee the vision of the chapter
- Delegate tasks that help the chapter function
- Work with the top 4 executives productively
- Ensure proactive approach to organizational business
- Guide chapter in fulfilling the mission
Vice President Duties

• Preside in the absence or inability of the President
• Perform any activities, duties, and responsibilities given by the President
• Serve as internal manager of the board
  • Task and people management
• Lead the Membership Zone
• Supply any support possible to the board
• Monitor the development of the board and its progress towards success of national, regional, and chapter: programs, objectives, and directives
• Create All agendas
• Enforce Policies
Vice President Duties

President → VP → Finance Zone → Programs Zone → Communications Zone → Membership
Managing Day to Day Operations

• Tips to Manage your board more effectively:
  
  • Set deadlines with consequences if not accomplished
  
  • Use an Action Item List
  
  • Use a Membership Point System
  
  • Reward your board member(s) for doing well
    • Ex. Board Member of the Month
Managing Day to Day Operations

- **Action Items**
  - Definition: Task that needs to be accomplished by a certain date that affects the progress of the Executive Board
  - Includes: Task, Date, Time
  - Example: Monthly Report is due August 14, 2010 at 11:59pm CST
## Managing Day to Day Operations

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Provide Contact Info</th>
<th>NLC Attendance Form</th>
<th>Operating Guidelines</th>
<th>Contact Position Predecessor</th>
<th>RED Action Plans</th>
<th>Set up Zone Meeting</th>
<th>Send Updated Goals</th>
<th>RED Final Action Plans</th>
<th>Obtain Chapter</th>
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**Legend:**
- **Completed by Date**
- **Not Trackable**
- **Not Applicable**

- 9.9.14 5:00 PM CST
Membership Chair

• What is the job?
  ➢ The “Face” of the Chapter (aka “The Hype One”)
  ➢ Customer Service
  ➢ Strategic Planners

• Create methods of increasing and enhancing chapter membership
  ▪ Plan Membership Drives, Chapter bonding activities, community outreach events, etc.

• Actually execute the regional Membership Zone strategic plan
Steve Jobs talks about managing people

Keeping a Healthy Board

**Promote Productivity**
- Team-based accountability
- Acknowledgement and rewards
- Evaluation and feedback
- Committee/team development

**Ensure a Healthy Environment**
- Proper training and transitioning
- Available resources (documents, teachers, advisors)
- Academic support

**Encourage Accessibility & Reliability**
- Official schedules & office hours
- Personal communication & email etiquette

**Ensure Awareness**
- Top-down & bottom-up reporting
- Effective meetings
- Documenting and archiving minutes
This is Water

• https://www.youtube.com/watch?v=DKYJVV7HuZw
Conflict Resolution

What is Conflict?

• Competitive or opposing action of incompatibles
• Antagonistic state or action (as of divergent ideas, interests, or persons)
• Mental struggle resulting from incompatible or opposing needs, drives, wishes, or external or internal demands
• Conflict is a state of discord caused by the actual or perceived opposition of needs, values and interests – Wikipedia
Role Play- Case Study Scenario

• Break into groups of 5
• You will be given a scenario and 20 min. to develop a skit to perform
Relationship between President and Vice President

• Communication is key
  - Speak at least once a week
  - Make sure that you are on the same page
  - Know each other’s roles and do not cross them

• Personalities: Strengths and Weaknesses
Expectations

• What Presidents expect from Vice Presidents
  • Manage the board effectively
  • Keep the board on track
  • Give support to chair (i.e. voting)
  • Checks and Balances

• What Vice Presidents expect from Presidents
  • Good communication— don’t leave in the dark
  • Not to be overwhelming— acknowledge if help is needed
Conducting Meetings

• General Assembly Meetings
• Executive Board Meetings
• To help plan effective meetings
  ➢ Ensure meetings are productive
  ➢ Ensure meetings accomplish their goal
  ➢ Ensure meetings are efficient (don’t waste time)
  ➢ Ensure communications are clear and concise
  ➢ Assign and follow-up on Action Items

• Ground Rules about Meetings
  ➢ Confidentiality
  ➢ Timeliness
  ➢ Respect
  ➢ Closure
• Engineer’s do not like to waste time
  ➢ Have a clear action plan
  ➢ Well defined agenda
  ➢ Start on time, end on time
  ➢ Respect those who show up on time
  ➢ Penalize those who are late without an excuse

• Know what type of meeting you want to have
  ➢ Decision-Making
  ➢ Information Sharing
  ➢ Idea Generating
• Setting the Agenda
  ➢ Topics to discuss relevant to where chapter is heading
  ➢ Give presenters exact time to present
  ➢ Obtain feedback chaired by President
  ➢ Always end meetings on time

• Example:
  • Call to Order
  • Roll Call (2 min)
  • Approval of Last Meeting Minutes (1 min)
  • Approval of Agenda (1 min)
  • Topic 1 (20 min)
  • Topic 2 (20 min)
  • Comments/Questions (5 min)
  • Adjourn
• Mock General Body Meeting (15 min)
  • Create an agenda for your general body meeting. Select topics to be discussed to the membership
  • Case I
    • Topic: FRC and upcoming chapter events
  • Case II
    • Topic: First General Body Meeting of the year
Chapter Executive Retreat

Purpose
• Set the vision
• Reveal expectations
• Review chapter action plan
• Discuss chapter timeline
• Assign Responsibilities/Action Items
Chapter Executive Retreat

Mock Agenda

• Call to order
• Mission Statement
• Introductions/Ice Breaker
• Vision
• Position overview/responsibilities
• Chapter timeline
• Action Items
Chapter Timeline

• August
  • Back to School
  • Exec Board Retreat
  • Recruitment/Welcome tables
  • First Meeting

• September
  • First Meeting
  • Membership Month
  • More Recruitment
  • Event Planning
  • Launch Programs
  • Community Service
  • Planning for FRC
Chapter Timeline

- October
  - Event implementation
  - Fundraisers
  - Community Service
  - Finalizing FRC Planning
  - Intro to National Convention
  - Midterms

- November
  - FRC
  - National Convention Planning
  - Viewing Housing for NC

- December
  - Finals
Chapter Timeline

• January
  • Executive Retreat
  • Back to School
  • Finalizing NC Plans

• February
  • Prepare for NC
  • Community Service
  • Spring Program/Event Planning

• March
  • Spring Program
  • Chapter Elections (before NC)
  • National Convention
Chapter Timeline

• April
  • Spring Program
  • Chapter Transitional Meeting

• May
  • Graduation
  • End of school year event/ Hangout
Q&A

r5chair@nsbe.org
r5vicechair@nsbe.org