Officer Roles

1) Chair
a) Communicate vision for EC and work with Vice Chair to provide direction for EC
b) Attend and direct all events and event planning
c) Hold officers accountable for their roles and meet with them to plan and develop events
d) Responsible for internal and external communication for EC (collaborate with UCS and UH Energy)
e) Create an agenda for board meetings and moderate all board meetings and discussions
f) Plan orientation for new officers to train and inform succeeding officers of their responsibilities
g) Serve as a tie breaker in the case of split board and coalition voting outcomes
h) Maintain a positive relationship with EC’s corporate partners
   • Mentorship
   • Develop annual scholarship distribution system
   • Maintain the relationship between EC and the EC Alumni Board
   • Plan social events for EC board
   • Work with board to develop an annual general event agenda with noted dates/deadlines

2) Vice Chair (VC)
a) Work with board members to ensure responsibilities are executed in a timely manner
b) Keep up team morale among the board members
c) Work with Chair to brainstorm new events and initiatives for the Board
d) Help plan orientation for new officers to train and inform succeeding officers of their responsibilities
e) Serve the role of Chair if the Chair is not present
   • Mentorship
   • Plan social events for EC board
   • Work with board to develop an annual general event agenda with noted dates/deadlines

3) VC Operations
a) Responsible for taking notes during all EC Board meetings and post them to Google Drive for all board members
b) Take attendance at Board meetings and keep record of attendance for all EC events
c) Review documentation for all board members and ensure Google Drive for each role is maintained and organized
d) Keep a record of all volunteer hours served for UH Energy and ensure records match those of the UH Energy office
e) Coordinate logistics for any event that does not fall into the responsibility of another board member
f) Find ways to develop the organization
g) Host NextGen meetings for those who will stay on the board the following year
h) Coordinate with other officers to find suitable board meeting date and time at the beginning of each semester
i) Book rooms for each meeting and all EC events and ensure all requirements and policies are met and followed correctly

4) **VC Finance**
   a) Maintain signature authority on all checks issued by this organization
      • Propose and maintain annual budget
   b) Maintain funds request system and assist members in event funding if necessary
   c) Inform officers/Chair of budget issues if they arise
   d) Maintain signature authority on all checks issued by this organization
   e) Coordinate food and payments for food for board meetings and events

5) **VC Corporate Relations**
   a) Maintain relationships with our corporate partners
      • Actively seek potential corporate sponsors
   b) Maintain Corporate Sponsorship packet
   c) Execute general fundraising efforts as necessary and plan Corporate Dinner
   d) Host corporations at EC events
   e) Invite corporations to all of our major events and maintain communication with them throughout the event process
      • Main point of contact between professionals and EC
      • Uphold the integrity of EC’s core values, mission statement, etc.
      • Reach out to other board members for industry contact information before our events

6) **VC Marketing Project Manager**
   a) Produce all marketing direction through marketing team (VC Design, Webmaster, VC Communications, VC Media Outreach).
      • Maintain Marketing Budget and work with Finance Chair to ensure funding is available
   b) Formulate PR agenda for all events
   c) Lead design decision for name tags, polos, and merchandise for giveaways
      • Communicate with Chair and Vice Chair for direction on events
      • Provide flyers to the EC board to post for advertising purposes
      • Order all marketing materials and ensure proper documentation of all transactions
      • Maintain consistency for EC brand strategy

7) **VC Design**
   a) Create all marketing materials to be used by the organization (flyers, online media, etc.)
   b) Produce quality flyers and marketing materials for all EC Events
   c) Design shirts for EC officers
      • Design name tags
      • Maintain a consistent design for all EC branded material
      • Work with UH Energy to design our Corporate Sponsorship Packet
      • Plan and execute an officer’s photoshoot to get headshots for all officers at the beginning of the year

8) **VC Webmaster**
   a) Responsible for website maintenance and update all events for EC and student organizations
b) Must coordinate with VC marketing, VC Design and VC communications about information that needs to be published on website.

c) Responsible for communicating with UH Energy to retrieve information from them for posting.
   • Plan a Public Relations agenda for the website
   • Post more engaging material on the website related to current events and students’ perspectives
   • Highlight the University of Houston through the website
   • Post officer’s headshots, bios, and organization information
   • Design a usable interface for the website

9) **VC Media Outreach**
   a) Maintain social media accounts (Facebook, Twitter, Instagram, etc.)
   b) Update accounts with event information
   c) Maintain open communication lines and relationships with established media institutions
   d) Post articles and stories relevant to energy industry to social media platforms.
      • Take pictures at all EC events
      • Be the main of contact between EC and our media audience
      • Be aware of upcoming events and answer questions that may come up
      • Have a set schedule of posts
      • Use analytical data to improve our engagement across all of our platforms
      • Determine which key players in the energy industries we can invite to our events

10) **VC Communications**
    a) Create monthly newsletter to send out to EC mailing list
       • Create for a schedule for disbursement of our newsletters
       • Determine ways to attract more subscribers to our mailing list
       • Ensuring all of our communications are professional and engaging
       • Manage mailing list

11) **VC Community Outreach**
    a) Brainstorm new opportunities for outreach events and execute all logistics for events as necessary
    b) Work with board members to promote outreach events
    c) Gather volunteers and participants for outreach events
    d) Communicate outreach vision for EC and EC involvement in the community
       • Work with UH Energy to find community events that EC could get involved in

12) **VC Symposium**
    a) Develop volunteer schedule and coordinate all details for Energy Symposium
    b) Forward volunteer hours for Symposium to UH Energy and to VC Operations
    c) Ensure room is booked for Energy Symposium and coordinate with UH Energy to execute a successful event
    d) Host professional speakers and ensure all action items are taken care of the night of event
    e) Research Symposium topics and professional speaker’s bio
    f) Plan and gather volunteers for the discussion the day before Energy Symposium
    g) Work with VC Design to develop flyers and marketing material for Symposium
       • Maintain a strong relationship with UH Energy
13) **VC General Events Project Manager**
   a) Work with UCS to coordinate Energy Career Fair
   b) Coordinate Energy Banquet by ensuring room is booked, speakers are invited, and all logistics for Energy Banquet are taken care of
   c) Help plan tailgates during the fall and book necessary space, food, etc.
      • Develop itinerary for all events

14) **VC General Events Professional Dev.**
   a) Gather volunteers for all of our events (except Symposium)
      • Plan all aspects Energy Night
   b) Develop itinerary and event questions
      • Bring in speakers to EC Board to further develop professional development amongst officers
      • Plan all tailgates in the fall

15) **VC Business Competition**
   a) Supervises and manages tasks of all team officers and volunteers
   b) Responsible for all protocol guidelines such as maintaining fairness, enforcing rules, and observing general contest protocol
   c) Responsible for all marketing materials, recruitment, and will be the point of contact for participants if they are to have any questions or concerns.
   d) Assessing the eligibility of all participants and judges while defining scoring scheme clearly
   e) Developing written competition guidance for all participants
   f) Ensure all rooms are booked for events and equipped with necessary equipment
   g) Create events and tools that help connect teams across all disciplines
   h) Coordinate all aspects of internal competitions: funding, logistics, content, etc.
   i) Supply manpower and ideas for external competitions to the UH Energy liaison.
   j) Execute focused, incremental marketing and corporate outreach.
      • Work with marketing to promote our competitions

16) **VC Student Org Project Manager**
   a) Guide and manage Student Org Relations and Student Org Communication Chairs
   b) Relay information to EC Board about student organizations
   c) Coordinate student organization events
   d) Ensure mailing list is up to date and student organization events info are collected
      • Plan Student Org meeting at designated times
      • Help involve student organizations in all EC events
      • Help student organizations team build relationships with new/previousely uninvolved student orgs
      • Maintaining a list of student organizations by colleges
      • Determining target student organization EC could potentially work with
      • Advertise EC events to organizations and provide a PR agenda to the rest of the SOR team
      • Work with General Events to plan tailgates

17) **VC Student Org Relations**
   a) Responsible for obtaining monthly events from student organizations and relaying the information to VC Communications for monthly newsletters
   b) Obtain officer and member list from assigned organizations
c) Serves as a liaison between the Energy Coalition and all our supporting organizations to keep them involved

d) Attend various student organization events
   • Maintain relationships with assigned organizations

18) **VC Student Org Communications**

a) Responsible for obtaining monthly events from student organizations and relaying the information to VC Communications for monthly newsletters

b) Obtain officer and member list from assigned organizations

c) Serves as a liaison between the Energy Coalition and all our supporting organizations to keep them involved

d) Attend various student organization events
   • Maintain relationships with assigned organizations