Committee Information Sheet

1. Fundraising/Sponsorships
   a. External Sponsorship Committee (4-5 members)
      i. Responsible for contacting companies for sponsorships and funding
      ii. Responsible for managing funds related to external sponsors
   b. Department Funding Committee (2-3 members)
      i. Responsible for obtaining and managing funding from CSEE department
   c. National IEEE Funding (2-3 members)
      i. Responsible for applying for an S-PAC budget from IEEE
      ii. Responsible for managing additional funding budgets provided by national IEEE branch
   d. General Fundraising (4-5 members)
      i. Responsible for planning and hosting small-scale fundraisers, i.e. bake sales, raffles, etc.
   e. Large-Scale Fundraising (4-5 members)
      i. Responsible for planning a large-scale fundraising event, i.e. competitions, conferences, etc.

2. Outreach
   a. Collaborative Interscholastic Projects (3-4 members)
      i. Responsible for communicating with local IEEE branches
      ii. Responsible for planning interscholastic projects
   b. Regional Conferences (3-4 members)
      i. Responsible for planning and managing regional and local conferences for student members
   c. Educational Programs (3-4 members)
      i. Responsible for contacting elementary, middle, and high school science and engineering programs for possible service activities
3. Internal Organization
   a. Slack App Setup (1-2 members)
      i. Responsible for managing all communication through Slack
   b. Laboratory Maintenance (1-2 members)
      i. Responsible for maintaining organization within the laboratory
   c. Member Recruitment (4-5 members)
      i. Responsible for handling general advertisement and member recruitment
   d. Project Management (2-3 members)
      i. Responsible for organizing overall project documentation and organization

4. Small-Scale Projects
   a. Laboratory Décor (4-5 members)
      i. Responsible for handling decorations for laboratory interior
      ii. Responsible for designing an active display for laboratory door
   b. Website Design (1-2 members)
      i. Responsible for designing and maintaining organization website
   c. Inventory Maintenance (2-3 members)
      i. Responsible for managing inventory and organization of parts

Last Updated: November 16th, 2014 (S. Kulandaivel)