General Responsibilities of Exec Members:

- Attend bi-weekly ChESS meetings
- Engage with Chemical Engineering Students and deliver valuable programs and services

President

- Call, attend and chair bi-weekly ChESS meetings
- Act as chief administrator of the Society by administering Society policies
- Represent the Society on the Board of Directors (ESS)
- Set goals and direction for the year
- Be a signing authority on the ChESS bank account
- Mentor other Executive members in their tasks

*Must be a returning executive or club rep to run for this position*

VP Academic

- Actively address any academic issues faced by Chemical Engineering Students
- Oversee preparation of Teaching Awards Nominations
- Plan functions of academic nature such as First Year Night
- Represent the society on academic councils and boards such as EUEF
- Enhance the ChESS Exam Bank

VP External

- Plan and fundraise for national and international student conferences
- Organize industry tours and presentations
- Coordinate the annual CSChE Night (technical talk)
- Maintain relations with CSChE and AIChE as well as industry contacts

VP Finance

- Maintain financial records of the Society
- Provide monthly financial reports
- Actively engage in granting/sponsorship opportunities
- Be a signing authority on the ChESS bank account

VP Internal

- Manage the ChESS Bi-Weekly Newsletter
- Oversee sales of ChESS clothing, food and course notes
- Maintain office in orderly fashion through organization and inventory
- Take meeting minutes

VP Student Services

- Organize ChESS Social events
- Coordinate sports teams
- Manage ChESS Geer Week preparation/participation
- Attend Joint Intramurals Council Meetings
- Attend Event Organizer Training