



SOCIETY FOR UNDERWATER TECHNOLOGY –  
SUBSEA ENGINEERING SOCIETY



**APPLICATION FOR SUT-SES EXECUTIVE OFFICER POSITIONS**

See list below for all positions for SUT-SES. Applicant may apply for multiple positions and final position will be chosen by the current SUT-SES board based on application

Please Type or Print Legibly

PSID: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Mobile Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street City State Zip

Classification: \_\_\_\_\_ College: \_\_\_\_\_ Major: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

This constitutes my consent and authorization to the disclosure or furnishing of any relevant and necessary information to any authorized official of University of Houston concerning my character or participation as may be relevant and necessary for the determination of my suitability for service with SES. I certify that the information on this application is correct and hereby give permission for this information to be verified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit the following typed responses with application (no more than one page):**

1. Please list any executive staff position(s) that you are interested in for the 2017-2018 academic year.
2. How has your previous experience prepared you for the position(s) that you are currently applying for?
3. What ideas or suggestion do you have that will contribute positively to SUT-SES?
4. What do you hope to gain and contribute to the 2016-2017 SUT-SES activities and the executive board?

**Please submit an updated resume, along with your completed application and responses to the questions by email to [president@subseaeng.org](mailto:president@subseaeng.org) by April 7<sup>th</sup>.**

## SES 2017-2018 Executive Officer Positions

### Executive Board

- A. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer and Advisor.
- B. The Executive Board shall be empowered to recommend priorities for the organization's projects and events.
- C. The Executive Board shall participate fully and actively in all matters concerning this organization even if the matters are not directly related to their primary position of responsibility (key strategic and logistic issues, technical and financial decision making, major events, and other matters that directly affect the planning and running of the organization).
- D. Regular members who are willing to participate may be asked to work with the Executive Board on specific events or matters when necessary on a case by case basis or as part of a subcommittee (Article VI).
- E. All officers shall ensure that every member of the Executive Board is consulted prior to decisions pertaining to this organization and shall abide by this constitution.
- F. All Executive Board members shall have primary responsibilities as listed in sections 3 to 6.

### President

The responsibilities of the President shall be as follows:

- A. To preside at meetings of the organization;
- B. To prepare agendas and organize executive board meetings of this organization;
- C. To prepare organizations' presentations and reports;
- D. To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- E. To serve as the student chapter representative required to attend SUT quarterly meetings and present quarterly report, in turn, present SUT quarterly meeting with executive board.
- F. To execute the orders of this organization, subject to the approval of the membership;
- G. To elect democratically through a due process for chairpersons and members of all committees, subject to the approval of the membership;
- H. To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership;
- I. To have signature authority on all checks issued by this organization;
- J. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- K. To perform other such duties as the membership or Constitution may specify.

### Vice President

The responsibilities of the Vice President shall be as follows:

- A. To assist the President in his/her duties;
- B. To preside at meetings of this organization in the absence of the President;
- C. To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- D. To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
- E. To establish yearly university registration, along-side two other executive board members;
- F. To perform other such duties as the membership or Constitution may specify.

### Secretary

The responsibilities of the Secretary shall be as follows:

- A. To handle all correspondence of this organization not under the preview of the President;

- B. To pick up all mail received at the Center for Student Involvement at least once a week, in addition to any other location at which mail for this organization may be delivered;
- C. To update and maintain all files of this organization;
- D. To assume the office of Vice-President in absence, vacancy, resignation, or dismissal;
- E. To record meeting minutes and distribute timely;
- F. To work along-side Marketing Chair to create and implement plans to recruit new and to retain current members.
- G. To develop a welcome letter for distribution to all new members.
- H. To encourage members to renew their membership by sending reminders periodically.

### **Treasurer**

The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization.
- B. To receive and disburse all monies of this organization;
- C. To have signature authority on all checks issued by this organization;
- D. To hold personal responsibility for all organization funds in his/her possession;
- E. To represent this organization when requesting funds from the Activities Funding Board;
- F. To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
- G. To maintain an accurate list of the membership of this organization;
- H. To perform other such duties as the membership or Constitution may specify.

### **Events Chair**

The responsibilities of the Events Chair shall be as follows:

- A. To plan organization events;
- B. To work closely with the President and Treasurer to budget each event.
- C. To work along-side the Professional Development Chair to plan logistics of yearly Technical Writing Contest;
- D. To maintain communication with members participating in events.

### **Professional Development Chair**

The responsibilities of the Professional Development Chair shall be as follows:

- A. To identify and coordinate training and development opportunities for members;
- B. To establish communication with companies for speakers at general meetings;
- C. To implement Technical Writing Contest and facilitate logistics.
- D. To work along-side Events Chair to organize lecture series, lunch & learns, and guest speakers for the society;
- E. To secure Keynote Speaker at Annual Cocktail & Networking Reception.

### **Webmaster Chair**

The responsibilities of the Webmaster Chair shall be as follows:

- A. To maintain and enhance the organization's website with the primary purpose of distributing important information related to the organization or as requested by the executive board;
- B. To update the website calendar with current events;
- C. To post meeting minutes on the website;
- D. To renew the website's registration and all other technical services required for upkeep of the website.

### **Marketing Chair**

The responsibilities of the Marketing Chair shall be as follows:

- A. To coordinate with Events for all event logistics;

- B. To work with Advisors and other student organizations as main point of contact;
- C. To ensure photos are taken at each event for inclusion of publications or sponsorship packages for our sponsors.
- D. To work along-side Secretary Chair to organize community wide efforts to engage new members in other colleges and retain members.
- E. To publish a quarterly newsletter highlighting previous events and milestones.

**Tenure**

Officers shall be elected by the committee members to serve a term of one year, beginning in August of the year they were elected. Cross-training to commence the previous spring term.