CIRCULAR

Expression of Interest (EoI) is invited from students of NIT Tiruchirappalli (must also be an **IEEE student member**) for the following positions of IEEE Student Branch, NIT-T for the year 2023:

S.No.	Designation	Programme
1	**Chairperson**	Any degree
2	**Vice-Chairperson**	Any degree
3	**Secretary**	Ph.D.
4	**Additional Secretary**	M.Tech. / B.Tech.
5	**Treasurer**	Ph.D.
6	**Joint Secretary (Sponsorship)**	Any degree
7	**Joint Secretary (Publicity)**	M.Tech. / B.Tech.
8	**Webmaster**	M.Tech. / B.Tech.
9	**Executive Committee Members:**	

Programme	Details	Total
Ph.D.	One each from CA/CSE, ECE, EEE, ICE and others	5
M.Tech./M.S.	One each from CA/CSE, ECE, EEE, ICE and others	5
B.Tech.	Two each from CSE, ECE, EEE, ICE and others	10

NOTE: *Applications from students in the final semester of study will be considered only for Executive Committee Members.*

Fifty percentage of the paid IEEE Student Membership Fee will be REIMBURSED by the IEEE SB, NITT to all the selected office bearers and executive committee members of IEEE SB 2023.

Kindly submit the EoI through the given Google form link on or before 15th February 2023, 5:00 PM.

Link: https://forms.gle/3c8iSLFNunngMbso6

- Students with IEEE membership active through 2023 alone can apply.
- Students should not have any history of misconduct charges against them.

Dr. M. Venkatakirthiga
Student Branch Counsellor, IEEE SB, NIT-T
Professor, EEE, NIT, Tiruchirappalli.

ANNEXURE

S.No.	Designation	Roles and Responsibilities
1	Chairperson	• The chairperson of IEEE SB NITT is responsible for the overall governance, financial health, reputation and development of SB. • Chairperson leads committee meetings, acts as a role model for members and coordinates the committee in performing their roles.
2	Vice-Chairperson	• The vice-chairperson supports and deputises for the chairperson in providing leadership and direction to the committee. • Vice-chairperson also works to optimise the relationship between the committee, and members, and to achieve the SB goals.
3	Secretary	• The Secretary is responsible for the documentation and communication of the activities of the committee. • Secretary is the primary administration officer and provides the links between the committee, members and outside agencies. • Preparing agendas and distributing minutes, receiving and disseminating correspondence to and from the group/society.
4	Additional Secretary	• The additional secretary supports and deputises for the secretary in documentation and other communication activities. • Additional secretary assists secretary in arranging meetings, documenting and sharing information among the members.
5	Treasurer	• The Treasurer is responsible for ensuring that the SB account is maintained in accordance with the IEEE SB policies and procedures. • Duties include preparing annual and event or activity specific budgets, ensuring money is spent in line with the aims and objectives of IEEE and maintaining accounts.
6	Joint Secretary (Sponsorship)	• The Joint secretary (sponsorship) is responsible for investigating sponsorship and funding opportunities for the events by SB. • Ensuring all contractual sponsorship requirements are met and relationships with the sponsors remain consistently solid.
7	Joint Secretary (Publicity)	• The Joint secretary (publicity) is responsible for designing, promoting and publicising IEEE SB, its events and campaigns, creating and co-ordinating the distribution of posters and flyers and managing digital/online publicity.
8	Webmaster	• Webmaster is responsible for maintaining the official website of the IEEE SB NITT, officer reporting and event reporting in IEEE site. • Coordinates with other members for publishing the event information.
9	Executive Committee members	• Ex-Com members support the execution of events in all tracks of IEEE, discover IEEE offers, conferences, workshops, scholarships, project funding and scholarships and propose ideas for the enhancement of the SB.