



# EXPLORING ROLES AND DUTIES OF NEW OFFICE BEARERS

**Name of Organizer :** Dr.Soma Prathiba,Chapter Advisor of CS Society of IEEE CS Society of Sri Sairam Engineering College

**Venue:** Online(Google Meet)

**Date of Event:**09.03.2024[Forenoon Session]

**Topic:** Exploring Roles and Duties of New Office Bearers

**Audience:** New Office Bearers

**Attendance:** 25

## Agenda:

### 1. Campaign for CS Society Membership:

- Increase membership in other departments and within our department.
- Focus on retaining current members and motivating new ones to join.
- Develop a video showcasing CS Society achievements, funding, and other highlights.
- Add CS Society members to the official group within the community of CS society for around 205 students currently.

### 2. Office Bearers Induction:

- Which is Scheduled after cultural events.
- Anticipated changes in the field of computing and their implications for IEEE CS.



- Strategies for adapting roles and duties to meet evolving needs.
- Setting goals and objectives for IEEE CS roles aAssigning tasks and responsibilities to relevant individuals or committees

### **3. Volunteer Recruitment:**

- Encourage participation in events like Xtreme, SIGHT, etc. Motivate CS members to apply for volunteering opportunities.
- Apply for and participate in IEEE projects, coding competitions, and other events.

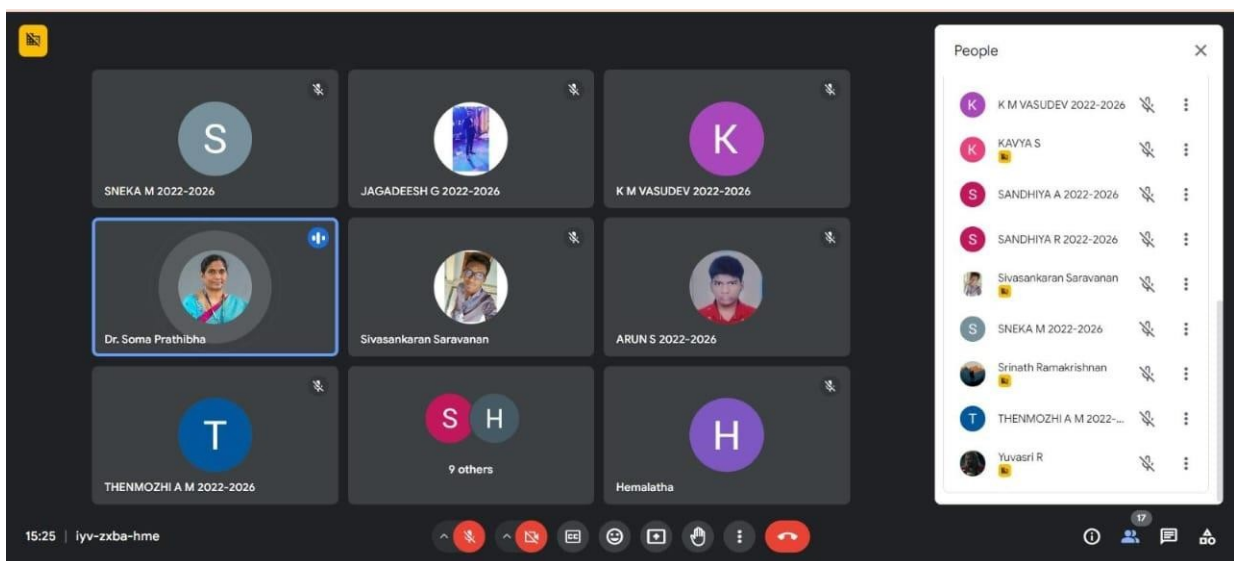
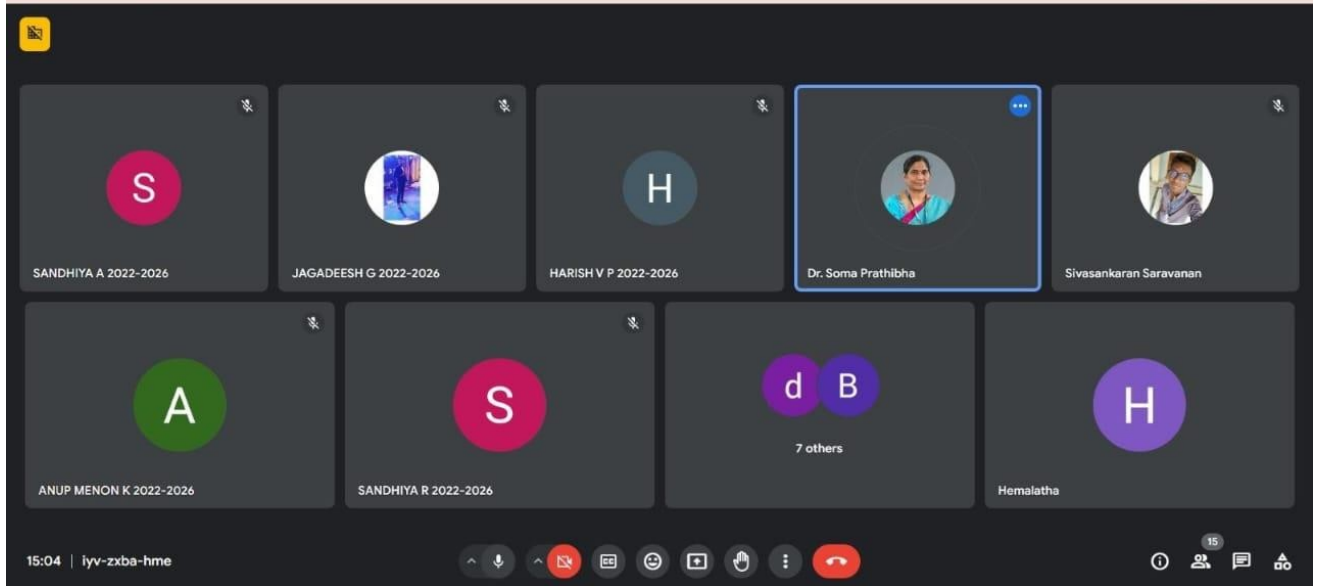
### **4. Project Deadlines:**

- IEEE Student Grant Open to 3rd and 4th-year students, offering \$500. Encourage applications.
- SPAX Event is aPotential event for April.

**5. Activities Reporting:** Upload all activities to Vtools, prioritize online events over offline.

### **IMPORTANT TERMS :**

- Develop membership campaign strategy.
- Create the 2024 CS Society member group.
- Produce promotional video.
- Plan office bearers induction.
- Encourage volunteer applications.
- Ensure participation in upcoming events.
- Remind of project deadlines.
- Promote IEEE Student Grant.
- Organize SPAX event.
- Upload activities to Vtools regularly.





**Reported by :** Dr. Soma Prathiba, Chapter Advisor, SEC IEEE CS SBC