Transition Packet – Chair

IEEE R4 SAC Committee

April 2021

Role

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                        │  Chair   │
                        └──────────┘
              ┌──────────────┴──────────────┐
         ┌──────────┐                  ┌──────────┐
         │Vice Chair│                  │Vice Chair│
         └──────────┘                  └──────────┘
```

Treasurer	Secretary	Student Government Representative	Additional Positions
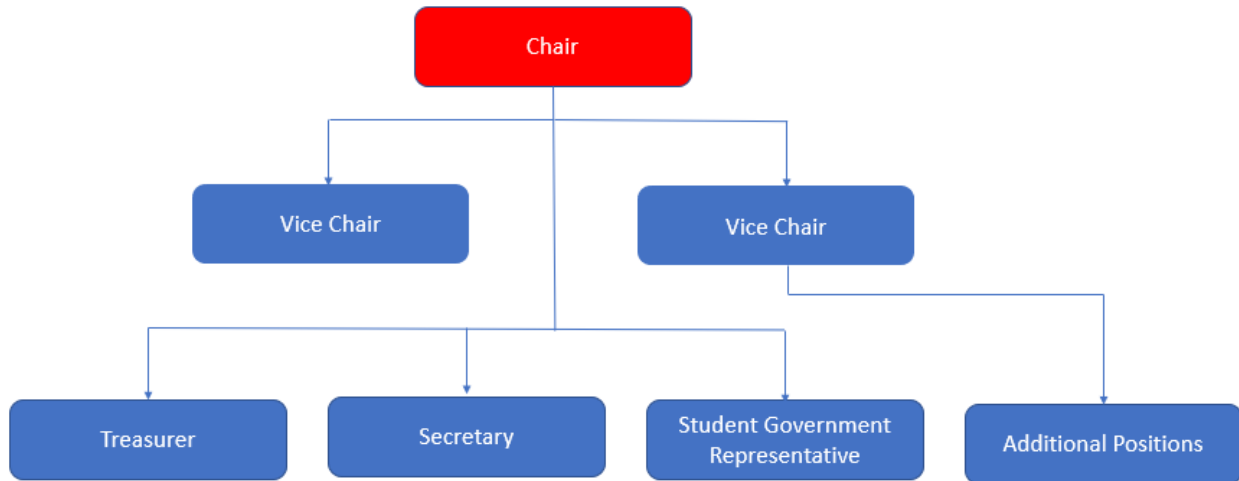
Responsibilities

- vTools
    - Reporting officers on vTools
    - Annual Plan (Student Branch Reporting) vTools
- Leadership
    - Leading general meetings
    - Leading executive board meetings
    - Appoint additional committee members as necessary
- Recruitment
    - Making new members feel welcome
    - Recruiting new members
- Miscellaneous
    - Executive duties not otherwise delegated
    - Begin preparing someone as a successor (never too early for this)

◈IEEE

Resources/Information

[vTools](#)

[Student Branch Reporting](#)

[Officer Reporting](#)

[IEEE R4 SAC website](#)

[IEEE R4 SAC Student Branch Resources](#)