

Navy STEM CREW Positions

President - Responsible for Overall Club Function

The President serves as the Club's chief executive officer, responsible for general supervision and operation of the Club.

The President presides at Club meetings and directs the Club in a way which meets the educational growth and leadership needs of members. In cooperation with the Executive Team, the President establishes long-term and short-term plans for Club growth.

- Set goals for the club
- Plan with Executive Team how to accomplish those goals
- Delegate duties and responsibilities to other officers and club members
- Monitor progress of the club and its members
- Solve problems and coach officers and members as appropriate
- Recognize achievements of members
- Responsible for overall club progress and satisfaction
- Set agenda for executive meetings
- Represent club at local, area, division and district convention, conference and meetings
- Open club meetings, setting the tone
- Excellent organizational skills a plus

Education Officer - Focuses on Educational Material of the Club

The Education Officer is responsible for planning successful Club meetings so that each member has the opportunity to achieve their educational goals. The Education Officer directs planning, organization, and implementation of communication and other educational programs. They will offer check-ins with members for Navy STEM portfolios, create and share educational resources, recap educational meeting activities, and coordinate recognition of member achievement. The Education Officer ensures that each new member receives a portfolio template and has access to resources that will enhance this portfolio throughout the year.

- Most responsible for Meeting 2
- Route meeting agendas one week prior to the meetings
- Create or delegate creation of meeting agenda
- Decide meeting topics for Navy STEM relevant content
- Monitor member's progress and sign or initial appropriate documentation when they complete a speech or achieve objectives
- Develop some social media content as related to educational meetings or content

Outreach Officer - Focuses on Fostering Outreach Activities

The Outreach Officer's role is to help develop, refine, and administer outreach activities to various audiences. During development meetings, the outreach officer must be prepared to offer ideas and give expectations on what criteria must be met for outreach activities to be successful. While not solely responsible for development and notation, they must have a master copy of and BOMs and/or lesson plans for designed activities. Good presentation skills and a friendly demeanor are highly desirable as the Outreach Officer will also be expected to participate in outreach and help train members and develop their presentation skills.

- Most responsible for Meeting 1 and coordinating outreach
- Come up with/research project ideas as a jumping off point for members to develop their own outreach ideas
- Develop templates for members to fill out during outreach development
- Take down notes and further discussions amongst members about outreach goals and projects
- Research most effective ways of teaching STEM material
- Help train members on good connection building and strong communication

Interpersonal Officer - Focuses on Creating Relationships Between Members

The Interpersonal Officer develops, implements, and administers a program which maintains a positive Navy STEM Crew environment for all members, guests, and the general public. They are responsible for internal and external public relations for the Club, including, but not limited to: preparing and distributing news releases regarding Club activities; publicizing Club events; working with Club officers to develop literature about the Club; and representing the Club with the media. For media representation, the Interpersonal Officer will work with groups inside and outside of the club to promote membership and membership retention.

- Most responsible for Bonding Meeting
 - Responsible for social media posting as advertising for bonding meetings/events
- Advise with ideas on how to maintain and build membership
- Promote Navy STEM Crew benefits to others
- Welcome guests attending meetings
- Help new members with membership expectations

Treasurer

The Treasurer is responsible for the development, maintenance, and/or execution of financial policies, procedures, audits, and controls. The Treasurer receives and disburses funds in payment of all obligations, and develops and recommends a budget to the Club Executive Team. They will notify members of dues payable and collect said dues.

- Collect dues
- Find cost efficient items through UConn approved avenues for BOMs developed
- Work with Club Advisors to execute BOM supply purchases
- Coordinate with President and/or Club Advisor(s) for any event expenditures or other purchases
- Reconcile deposits and expenditures
- Maintain records for audit

For any questions about these roles please contact jada.vercosa@uconn.edu