

**Missouri Society of Professional Engineers
Jefferson City Chapter
2008-2009**

Available Chapter Positions

- **Newsletter Editor** - Responsible for publishing a 2-3 page chapter newsletter every month
 - Work with chapter members to gather article ideas. Members can write articles and submit them to the Editor for compilation. Article ideas may include project experience, profile of a member, local or national licensure issues, community/volunteer efforts, etc.
 - Take pictures at meetings and social events (or delegate other to do so) for inclusion in the newsletter
 - Advertise upcoming chapter events
 - Create a visually appealing, interesting layout for readers

- **Chapter MATHCOUNTS Coordinator** – Responsible for planning and facilitating the annual regional MATHCOUNTS competition in Jefferson City
 - Work with local school to host the competition (Thomas Jefferson Middle School)
 - Communicate with local and regional schools/teams regarding competition dates, registration, and other information
 - Communicate with national MATHCOUNTS organization for testing materials
 - Order awards and prizes for winners
 - Recruit volunteers for the competition day

- **Membership Chair** – Work to increase and energize the chapter membership.
 - Work with Marla Day, state MSPE Membership Coordinator
 - Follow up with email and phone calls to new members
 - Recruit new or inactive members to positions of leadership in the chapter
 - Follow up with phone calls to delinquent or dropped members
 - Work with the chapter officers to discuss membership retention and recruitment

- **Social Chair** – Organize social events for chapter members to facilitate meaningful social connections
 - Plan and advertise dates for informal social nights at local venues
 - Plan new and innovative social activities to interest members

- **Community Involvement Chair** – Work to provide opportunities for chapter members to serve the community and promote the profession of engineering.
 - Work with Jefferson City Public Schools and our chapter members to participate in Project Lead the Way.
 - Plan activities for Engineers Week (February) that will allow our chapter to be visible in the community and to students interested in engineering careers.
 - Research other opportunities for our chapter to be active in the community and to promote engineering.

- **Chapter Director(s)** – Attend board meetings and assist chapter officers with the business and welfare of the chapter
 - Provide input to chapter officers and offer discussion at board meetings