

## **TSPE GREATER HOUSTON CHAPTER COMMITTEES**

**Young Engineers –1 chair with 2-3 people to assist - Contact [Elizabeth Byrd](#)**

**Committee Chair: Elizabeth Byrd**

### **Committee Needs: 2 Members**

Mentor Program (YEPP) – Find mentors for program, usually established (maybe mid-level, if appropriate) engineers. Coordinate call for applicants with Communications/Newsletter. Publish application, review and assign mentees to mentors. Groups are kept to 3-4 including the mentor. Periodically check in with mentors to ensure meeting consistently.

Set up happy hour to kick off and close out the program for all participants.

Events (Trivia, happy hours, etc.) – Plan a couple events and promote

YMI – Coordinate with other societies and promote.

Estimate 1 to 2 meetings, calls per month: time commitment (1 hour/month)

**E-WEEK – 1-3 members - Contact [Elizabeth Byrd](#)**

One member required to represent TSPE at E-Week committee meetings and report back to the board. Member to make sure TSPE hits deadlines for YEOY submittal, Door Prize Donation, Minimum Raffle Ticket Sales

Estimated Number of meetings per month: 1 September to December, 2 in January, 2 in February (2 hours/month)

Time commitment for E-week week: Determined by committee involvement or events you register for

**Communication – 1 chair, 2-3 members - Contact [Ronke Osibajo](#)**

**Committee Chair: Ronke Osibajo**

### **Committee Needs: 2 Members for Social Media Updates and database management**

Send out communication newsletter. Update social media accounts with events and website updates (1 hour/week).

Organize member lists and database for newsletter blasts (1-2 hour/month)

**Monthly Program – 1 chair, 5 members - Contact [Chad Gordon](#)**

**Committee Chair: Chad Gordon**

### **Committee Needs: 3 Members for meeting setup and teardown**

Cultivate speaker/topic list, coordinate with Chapter President prior to planning meeting. Coordinate with board members to ask speakers to participate or call speakers directly. Schedule monthly program speakers in fall and spring (**2-4 hours initial setup, 1**

**hour per month to check-in with speaker and communications committee),** introduce them at the monthly membership meeting

May have to come up with separate list for Fall and Spring due to scheduling of speaker's calendar. Keep list of speakers for future reference including dates when they were speakers and contact email/phone/etc.

Meeting set up and teardown - arrive to each monthly membership meeting 30 minutes prior to meeting for set up. Plan for an additional 30 minutes after the meeting for teardown

**Fall Fundraiser (1 Chair, several committee members) – Contact [Elizabeth Byrd](#)**

**Committee Chair: Elizabeth Byrd**

**Committee Needs: 2 Members to greet competitors on day of event, 2 members to organize teams, sponsorship signs and coordinate with communications and hospitality**

Responsible for the Fall Fundraiser. Time required increases as the event gets closer. From the event ending until approximately May, there is very little work to be done. Most of the work occurs in the 2 months prior to the event. 2022 Event in October

1. Select Date and type of event before the sponsorship letter goes out. Normally held in late Sept or early Oct but is flexible.
2. Book venue. You will need to select a menu and give an approximate head count. The Head count will be finalized approximately a week before the event (check the contract). This should be done when the sponsorship letter is sent out.
  - a. Bowling has been held at Bowlmor.
  - b. Cornhole was held at Hearthstone (Charlie is a member). You will also need to book the cornhole boards
3. Create Save the date to include in email blasts
4. Create registration flyer to be included on the website and handed out at meetings. Unless the treasurer is handling the event, you will need to decide who to have the forms and checks sent to. The deadline for sponsorships needs to be at least 2 weeks before the event and individual registration a week before (again checking the contract for when final head count is due)
5. Have committee meetings as needed. Usually about once a month until the month of the event, and then more frequently
6. Email sponsors asking if they intend to send a team. Set a deadline for submitting the team member names the same as the registration deadline. Include that if they don't send names, you won't be paying for spots for them.
7. Email campaign to drive interest and increase participants
8. Compile all sponsors for the appropriate signage and coordinate with BBI to get signs made.

9. Drink tickets have just been printed on perforated business cards, printed on both sides for extra exposure. Print these once head count is finalized to get the appropriate number
10. Create sign in sheet and name tags.
11. If renting cornhole boards, follow up to make sure you aren't forgotten about.
12. Depending on sound system at venue, you may need a bullhorn for announcements.
13. Purchase prizes as appropriate.
14. Have a few people arrive at the venue at least an hour before sign in to get everything set up.
15. Print bracket if having a tournament. DON'T PREFILL, this makes it way harder to organize
16. Keep an eye on the drink tickets to make sure they don't "walk away"
17. Request donation of prizes from sponsors and vendors

**June BBQ – Contact [Ronke Osibajo](#)**

**Committee Chair: Ronke Osibajo & Joel Colwell**

**Committee Needs: 8 Members for day of event set up and breakdown; 5 members for planning committee**

1. Coordinate Catering
1. Set up registration and coordinate newsletter and hospitality
2. Send emails to benefactors/sponsors for their included tickets
3. Coordinate with raffle sponsors
4. Create/update slide show for BBQ
5. Coordinate logos and sponsor signs for raffle and sponsors
  - a. Mindy Gray | Corporate Marketing Director, Binkley & Barfield, Inc.
2. Coordinate A/V equipment for speaker
3. Items to be brought/bought:
  1. Tablecloths
  2. Tape
  3. Scissors
  4. Fishbowl
  5. Raffle tickets
  6. Signs (sponsor and raffle)
  7. Banner signs
  8. Order veggie meals and cookies
    1. Veggie meals should be ~5% of attendees

**Hospitality – 1-2 members – Contact [Ronke Osibajo](#)**

**Committee Chair: Craig Vickery**

Create event attendee lists and name tags (in-person events). Greet & Check-in members at events. Collect event payment via cash/check/square. Monitor the cash box at meetings – all in person meetings and events, arrive to 30 minutes before event. Turn over all funds and check-in list to treasurer at end of meetings for deposit.

**Scholarships – 1 chair, 2-3 additional members – Contact [Rebekah Campbell](#)**

Update scholarship applications, send to universities to release to students (1-2hrs)

- Determine due date based on release. Typically release beginning of January. Due end of February/beginning March.

Review applications and distribute to reviewing members (depends on # apps received)

Coordinate short list review with sub-committee. Make recommendation to board for award winners. Typically, in April in time for award winners to be notified and invited to June BBQ

Notify winners

Responsible for collecting student required information and submitting checks to universities.

**MATHCOUNTS 1-2 chairs, 12 committee members – Contact [Gerardo Mata](#)**

**Committee Chair: Gerardo Mata**

**Committee Needs: 12-15 Members on committee for meetings and planning; 100+ volunteers for day of event (February)**

***Fall***

2-6 hours in person in the fall – 1 meeting in the fall with the committee (1-2 hours), 1 teacher workshop (4 hours – 2-3 committee members)

1 hour – MATHCOUNTS training put on by State (Coordinator only)

15-30 min/week to check emails from coaches (Coordinator/assigned members only)

***Spring***

~2hrs/week leading up to the competition week incl. 1 committee meeting (Typically middle of February)

Week of Competition (16 - 20 hours) – Need committee help for most of this time (includes Competition Saturday)

1 – 6 hour Saturday for the Bay Area Comp.

**Future City – 1 chair – Contact [Erik Sanchez](#)**

**Committee Chair: Erik Sanchez**

**Committee Needs: 1 or 2 members for monthly meetings leading up to January competition; 3-5 members for essay judges; 10 volunteers day of competition (January)**

Assist Future City coordinator (attend meetings)

Assist with judging and help recruit judges for the competition

Review Essays - 1-3 for pre-judging

Time commitment – 6 months (Sept. – February)

**Membership (3-10 members) – Contact [Charlie Stevens](#)**

**Committee Chair: Charlie Stevens**

**Committee Needs: 5 Members**

Follow-up with delinquent and dropped members (2-4 hours/month)

Monthly Committee Meetings (30 min/month)

Consider new ideas/options for maintaining/increasing membership. Coordinate with other committees

**Awards – 1 chair (2-4 additional members) – Contact [Chad Gordon](#)**

**Committee Chair: Charlie Stevens**

**Committee Needs: 2 Members**

Responsible for setting deadlines, assembling committee and selecting YEOY; ordering YEOY plaque

Responsible for assembling a committee to select and complete EOY application for EWeek/TSPE each year.

Responsible for releasing the PELI scholarship application, reviewing submitted applications and selecting the recipient.

Responsible for ordering Past President Award

Responsible for review of NSPE/TSPE awards and deadlines to notify the chapter and consider members for these awards

Typically 2-4 estimated meetings/year, dependent upon number of applications and awards. Time commitment varies, 2-3 hours per award submitted.

**Legislative & Governmental Affairs – Contact [Syed Haq](#)**

Responsible for keeping up with legislative updates coming from State and reporting to Board and membership.

Email Claire Black to get on list for updates

1 hour/month to review LGA updates when in session

**Past Presidents (1 Chair) – Contact [Rebekah Campbell](#)**

**Committee Chair: Charlie Stevens**

Responsible for Past President's events. Aids in support roles throughout the chapter.  
Provides past presidents to assist with membership and reaching out to new members.

Responsible for invitation of Past Presidents to Special Events/meetings – holiday party, BBQ, Fundraisers, events honoring past presidents, etc.

Responsible for reaching out to active Younger Members and encouraging application for YEOY

**Speakers Bureau – 2 member - Contact [Chad Gordon](#)**

**Committee Chair: Chad Gordon**

**Committee Needs: 1 Member**

One member to notify board and respond to requests as they come up. Committee member is not responsible for handling any/all engagements directly, just coordination.