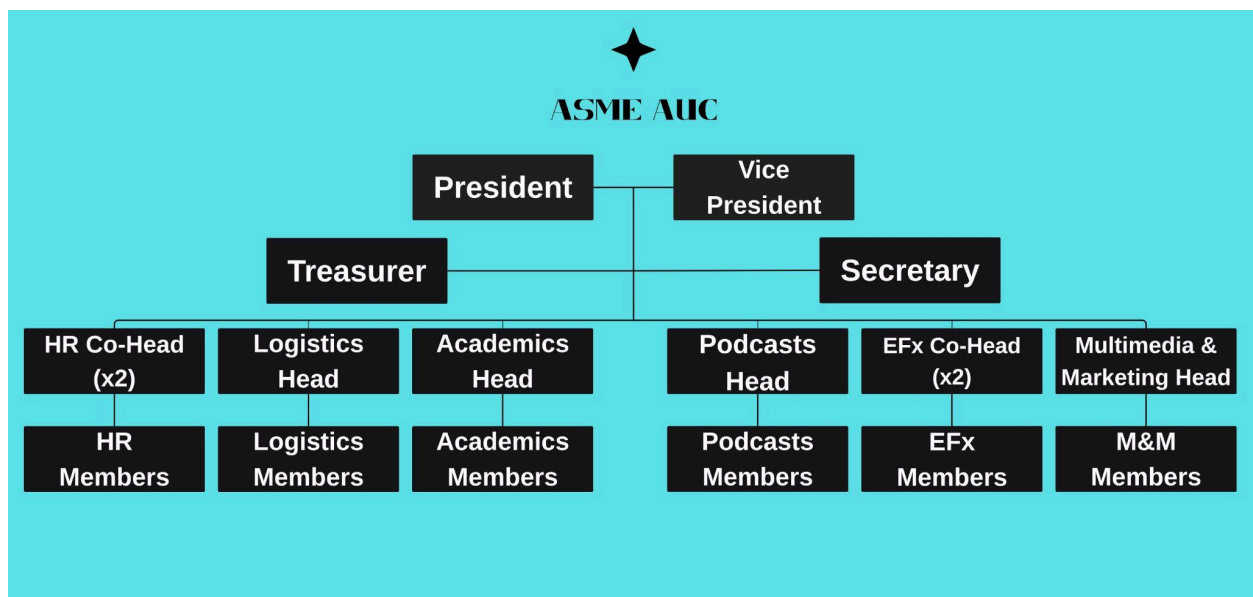


# ASME AUC 2025-26 INFORMATION TABLET

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## INFORMATION TABLET

Welcome to the information tablet for ASME AUC's organizational structure for the coming 2025-26 edition! Find below detailed description of the Upper Board and Members' roles in the ASME AUC. Feel free to contact us through @asmeauc on Instagram or [asme@aucegypt.edu](mailto:asme@aucegypt.edu). Our podcast instagram page is @asmeunplugged.



### President

#### 📌 Role in ASME AUC:

Leads ASME AUC strategically, representing the club externally and ensuring all teams are aligned with its vision.

#### 👤 President's Responsibilities:

- Set the **overall direction** and yearly goals for the club.
- Supervise and support all committees and heads.
- Represent ASME AUC in official meetings, university events, and with external sponsors.

- Make **final approvals** on events, budgets, and strategic decisions.
  - **(Shared)**: Oversee committee progress and resolve critical issues.
  - **(Shared)**: Monitor internal coordination and support project timelines.
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## **Vice President**

### **Role in ASME AUC:**

Acts as the President's right hand, focusing on execution, internal management, and keeping operations efficient across all levels.

### **Vice President's Responsibilities:**

- Ensure **inter-committee collaboration** and communication.
  - Step in and lead when the President is unavailable.
  - **(Shared)**: Oversee committee progress and ensure initiatives stay on track.
  - **(Shared)**: Resolve internal issues and provide support to heads and co-heads.
  - Mentor committee leaders and help delegate tasks evenly.
  - Coordinate logistics across departments for joint projects or large events.
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## **Treasurer**

### **Role in ASME AUC:**

Manages all financial aspects of the club, ensuring responsible budgeting, spending, and resource allocation.

### **Treasurer's Role:**

- Draft and manage the annual club budget.
- Approve or reject purchase requests in coordination with the President.

- Track all club expenses and income sources (e.g., fundraising, sponsorship).
  - Work closely with Logistics and Head Coordinators on financial needs.
  - Ensure proper documentation for reimbursements and SU financial compliance.
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## **Secretary**

### **Role in ASME AUC:**

Handles documentation, organization, and internal communication to keep the club running smoothly and transparently.

### **Secretary's Role:**

- Record minutes during board meetings and track decisions.
  - Manage the club's calendar, scheduling, and shared documents.
  - Handle formal communications with students, AUC offices, and external guests.
  - Keep records of attendance, member activity, and follow-ups.
  - Ensure organizational consistency and continuity across semester.
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## **Human Resources Committee (HR)**

### **Committee's Role:**

**Fosters team unity, manages member development, and ensures a healthy internal culture across ASME AUC.**

### **Head's Role:**

- Oversee recruitment and onboarding processes.
- Monitor member performance and engagement.
- Organize internal bonding activities and feedback cycles.

### **Members' Role:**

- Assist in interviews, tracking attendance, and organizing HR events.
  - Help maintain an active, positive atmosphere within and across committees.
  - Suggest creative ideas to boost team morale and engagement.
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## Logistics Committee

### Committee's Role:

**Handles all behind-the-scenes physical arrangements, ensuring events and sessions run smoothly.**

### Head's Role:

- Coordinate venue bookings, equipment, materials, and scheduling.
- Liaise with the Treasurer for purchases and reimbursements.
- Lead on-site operations during events.

### Members' Role:

- Support in transporting, setting up, and dismantling event materials.
  - Keep track of logistics needs and stock.
  - Execute task checklists before and during events.
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## Academics Committee

### Committee's Role:

**Delivers academic value through workshops, mentoring, and knowledge-sharing events.**

### Head's Role:

- Plan and manage workshops, hands-on events, review sessions, and the ASMEntor initiative, the flagship event for the Logistics committee.

- Reach out to instructors, alumni, or professionals for academic sessions.
- Coordinate with Multimedia and Logistics for support.

### **Members' Role:**

- Help prepare academic material, slides, and forms.
  - Co-host sessions or serve as peer mentors.
  - Brainstorm and suggest new academic initiatives based on student needs.
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## **Podcasts Committee**

### **Committee's Role:**

**Produces ASME AUC's official podcast content — offering thought-provoking, creative, and relatable episodes on engineering, student life, and beyond. It's the voice and storytelling arm of the club.**

### **Head's Role:**

- Lead planning for each episode (topic, guests, tone, etc.).
- Coordinate recording schedules, equipment setup, and guest logistics.
- Oversee content creation, editing, and distribution across platforms.
- Collaborate with Multimedia for visual promotion and branding.

### **Members' Role:**

- Assist in researching, scripting, recording, and editing episodes.
- Some members will be selected as podcast hosts, representing ASME in recorded interviews and conversations.
- Suggest topics, invite guests, and brainstorm creative formats.
- Ensure audio quality and post-production meets standards.

## **EFx Committee**

### **Committee's Role:**

**Executes ASME's most important national event — the EFx conference — showcasing leadership and technical excellence.**

### **Co-Heads' Role:**

- Split responsibilities (e.g., logistics vs. content, internal vs. external).
- Plan and structure the entire event (theme, timeline, sessions).
- Coordinate with all other committees for seamless execution.

### **Members' Role:**

- Assist in speaker coordination, logistics, attendee management, and workshop facilitation.
  - Contribute ideas for tracks, competitions, and experience enhancement.
  - Support in the preparation phase and on event day.
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## **Multimedia & Marketing Committee**

### **Committee's Role:**

**Drives ASME's public presence through design, content creation, and digital outreach.**

### **Head's Role:**

- Oversee the visual identity of the club.
- Plan and schedule content (posters, stories, recap reels).
- Collaborate with other committees to promote events effectively.

### **Members' Role:**

- Design graphics, capture media during events, and help manage social media.
  - Edit photos/videos and suggest content ideas.
  - Engage with followers and build digital momentum.
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## **Website Development Committee (Web) [STARTING FROM SPRING 2026]**

### Committee's Role:

Builds, manages, and updates ASME AUC's digital presence — ensuring a smooth user experience, up-to-date content, and a visually compelling brand image online.

### Head's Role:

- Lead the design and development of the official ASME AUC website.
- Coordinate website content updates and ensure alignment with ASME's events and branding.
- Manage site SEO, performance optimization, and integrations (e.g., forms, blogs, registrations).

### Members' Role:

- Assist in writing and uploading website content (event details, announcements, updates).
  - Support media embedding, UI/UX enhancements, and responsiveness checks.
  - Propose features and improvements to elevate user interaction and traffic.
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## **Events Committee [STARTING FROM SPRING 2026]**

### Committee's Role:

Designs and executes unforgettable experiences across all ASME AUC events, from creative ideation to flawless on-ground execution.

### Head's Role:

- Oversee planning and execution of ASME events.
- Coordinate with logistics, multimedia, and other committees to ensure seamless collaboration.
- Manage timelines, budgets, venue bookings, guest invitations, generating new ideas, and overall event flow.

### Members' Role:

- Assist in brainstorming and planning sessions for events and competitions.
- Help with on-ground coordination (registration booths, crowd control, team support).
- Provide feedback and creative ideas to enhance event quality and engagement.