QuantED Information Document

WHAT IS QUANTED?

QuantED is a student-led community organization that empowers future generations of students to become successful scientists, technologists, engineers, and mathematicians. Our organization connects these students with real-world experiences that will help shape their future. We focus on expanding our reach to help underrepresented and low-income students succeed in their future careers.

WHAT IS OUR MISSION?

Our mission is to empower future generations of students to become future scientists, technologists, engineers, and mathematicians. As a student-led community organization, we aim to connect young minds to valuable experiences and connections that shape their trajectories toward success. Our commitment will extend to underrepresented and low-income students, ensuring equitable access to opportunities and fostering their advancement in STEM-related fields.

WHAT DO WE DO?

- At QuantED, we plan to develop STEM courses that are easily accessible and enjoyable.
- We aspire to create engaging and hands-on learning material.
- QuantED strives to stimulate interactions with professionals in various STEM disciplines.
- Additionally, we will reach out to underrepresented and historically marginalized communities to provide personalized attention, further nurturing their STEM-related aspirations.

For more information, feel free to visit our website at: quanted.webador.com For any inquiries about the organization, feel free to contact quantednovi@gmail.com

QuantED Application Form (Under 18)
QuantED Application Form (18+)

ROLES:

Adult Roles:

Board of Advisors: ___ ___ ___ ___ ___ ___ ___ *(multiple positions)*

- *Must be legally considered an adult (18+).*
- *Must have at least a high school diploma or equivalent.*
- *Must have related experience in a STEM field.*
- *Must respond to emails regarding QuantED within 3 days.*
- *Must dedicate at least one 30-minute session/week for board meetings.*
- *Advises the President, Board of Directors, and all other members.*
- *Time Commitment:* ***30 minutes/week - 2 hours/week***
- *Benefits:*
  - *Receives 1 volunteer hour for every 1-hour meeting attended or equivalent.*
  - *Receives 15 minutes for every email answered regarding QuantED.*
  - *Receives additional volunteer hours that the advisors worked.*

Board of Directors:

~~***President***~~ *Jayaram Ganesh*

- *Must have completed 8th grade or equivalent.*
- *Manages QuantED as a whole.*
- *Creates and confirms partnerships and sponsorships with other organizations.*
- *Must respond to emails regarding QuantED within 48 hours.*
- *Attends at least 90% of all meetings and events.*
- *Attends at least 90% of all board meetings.*

- *Takes input from all members and advisors to move forward.*
- *Time Commitment:* ***7-9 hours per week***
- *Benefits: Opportunity to receive 100+ volunteer hours, Valuable letters of recommendation, Leadership role in a rapidly growing club.*

Vice President: _____

- *Must have completed 8th grade or equivalent.*
- *Organizes and finalizes event dates.*
- *Math Officer of AMCC, so collabs are possible.*
- *Advises the President on other executive matters*
- *Collects reports from all departments and reports them to the Board of Directors, Board of Advisors, and President.*
- *Attends at least 80% of all meetings and events.*
- *Attends at least 90% of all Board meetings*
- *Reports to the President, Board of Advisors, and Board of Directors.*
- *Must respond to emails regarding QuantED within 48 hours*
- *Time Commitment:* ***6-8 hours per week***
- *Fulfills other duties directed by the President and Board of Directors*
- *Benefits: Opportunity to receive 100+ volunteer hours, Valuable letters of recommendation, Leadership role in a rapidly growing club.*

Chief Secretary: _____

- *Must have completed 8th grade or equivalent.*
- *Responds to all emails regarding QuantED within 48 hours*
- *Responds to all emails sent to quantednovi@gmail.com within 48 hours*
- *Reports to the President, Vice President, Board of Directors, and Board of Advisors*
- *Attends at least 80% of all meetings and events.*
- *Attends at least 90% of all Board meetings.*
- *Takes attendance during all meetings and events attended.*
- *Develops meeting reports of all meetings and events attended.*
- *Track all volunteer hours and confirm with the President and Vice President.*
- *Fulfills other duties directed by the Board of Directors, Vice President, and President*
- *Time Commitment:* ***4-5 hours per week***

- *Benefits: Opportunity to receive 100+ volunteer hours, Valuable letters of recommendation, Leadership role in a rapidly growing club.*

Public Relations Director: _____

- *Must have completed 8th grade or equivalent.*
- *Respond to all emails regarding QuantED within 48 hours.*
- *Reports to the President, Vice President, Board of Directors, and Board of Advisors*
- *Attends at least 80% of all meetings and events and attends 90% of board meetings.*
- *Manages QuantED's social media platforms such as Linkedin, Instagram, YouTube, X (Twitter), Facebook, Discord, Slack, etc. (Must have experience with social media)*
- *Manages QuantED website; quanted.webador.com (Must have experience with website design)*
- *Must post weekly essays on the QuantED substack newsletter. (Must have experience with journalism)*
- *Advertise QuantED and its programs. (Must have experience with marketing, making flyers, etc.)*
- *Hands out surveys and analyzes data. (Must have good data analysis skills)*
- *Organizes events and programs.*
- *Organizes fundraising events, collects sponsors and creates relationships with other organizations.*
- *Leads and manages the Public Relations Department*
- *Reports all activities done by the Public Relations Department to the Board of Directors, Vice President, and President.*
- *Fulfills all duties directed by the Board of Directors, Vice President, and President*
- *Time Commitment:* ***4-6 hours per week***
- *Benefits: Opportunity to receive 100+ volunteer hours, Valuable letters of recommendations, Leadership role in a rapidly growing club.*

Chief Finance Officer (CFO): _____

- *Must have completed 8th grade or equivalent.*
- *Respond to all emails regarding QuantED within 48 hours.*
- *Reports to the Board of Directors, Board of Advisors, Vice President, and President.*
- *Attends at least 80% of all meetings and events and attends 90% of all board meetings.*
- *Acts as the treasurer of QuantED.*
  - *Tracks and reports all transactions, sponsorships, etc in Google Sheets/excel (Must have experience with Excel or Google Sheets) to the Board of Directors, Vice President, President, and Board of Advisors.*
  - *Advises the President, Vice President, and Board of Directors on efficient ways to spend money. (Must have money management skills)*
  - *Estimates future costs for events and programs.*
  - *Helps with gaining sponsorships and donations.*
- *Reports all activities to the Board of Directors, Vice President, President, and Board of Advisors.*
- *Fulfills all duties directed by the Board of Directors, Vice President, and President*
- *Time Commitment:* ***4-5 hours per week***
- *Benefits: Opportunity to receive 100+ volunteer hours, Valuable letters of recommendation, Leadership role in a rapidly growing club.*

Director of Initiatives and Curriculum: _____

- *Must have completed 8th grade or equivalent.*
- *Respond to all emails regarding QuantED within 48 hours.*
- *Reports to the Board of Directors, Board of Advisors, Vice President, and President.*
- *Attends at least 80% of all meetings and events and attends 90% of all board meetings.*

- *Creates curriculum, slideshows, videos, and all necessary materials for programs and events with the Initiatives and Curriculum Department. (Must have content creation and teaching/tutoring skills)*
- *Leads and manages the Initiatives and Curriculum Department*
- *Reports all activities done by the Public Relations Department to the Board of Directors, Vice President, and President*
- *Fulfills all duties directed by the Board of Directors, Vice President, and President*
- *Time Commitment:* ***4-5 hours per week***
- *Benefits: Opportunity to receive 100+ volunteer hours, Valuable letters of recommendation, Leadership role in a rapidly growing club.*

Director of Expansion: _____

- *Must have completed 8th grade or equivalent.*
- *Responds to all emails regarding QuantED within 48 hours.*
- *Reports to the Board of Directors, Board of Advisors, Vice President, and President.*
- *Attends at least 80% of all meetings and events and attends 90% of all board meetings.*
- *Promotes QuantED throughout the community through partnerships with permission from the Board of Directors*
- *Manages partnerships and collaborations with permission from the Board of Directors.*
- *Recruits new volunteers and members with permission from the Board of Directors.*
- *Advises the Board of Directors, Board of Advisors, Vice President, and President on ways of expanding QuantED.*
- *Works with the Public Relations Director on ways to expand QuantED.*
- *Fulfills all duties directed by the Board of Directors, Vice President, and President*
- *Time Commitment:* ***3-4 hours per week***
- *Benefits: Opportunity to receive 100+ volunteer hours, Valuable letters of recommendation, Leadership role in a rapidly growing club.*

Non-Leadership Roles:

If you are interested in any Non-Leadership Positions, please contact QuantED at quantednovi@gmail.com