

# Officer Responsibilities/Requirements

## Team 358: Hauppauge Robotic Eagles

### Elected Positions:

<u>Position</u>	<u>Requirements</u>	<u>Responsibilities</u>
President	<ul style="list-style-type: none"> <li>• 2 Years in Club</li> <li>• Cannot be Involved in other time consuming activities</li> </ul>	<ul style="list-style-type: none"> <li>• Schedules Meetings (announcements, website, etc.)</li> <li>• Run Meetings</li> <li>• Spokesperson</li> <li>• In Charge of Deadlines</li> <li>• Link from Students to Advisors</li> <li>• In Charge of FIRST Essays (Chairman's Award, etc.)</li> <li>• Brochure for Events</li> <li>• Newsletter/Public Relations</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• 2 Years in Club</li> </ul>	See above
Scout Master	<ul style="list-style-type: none"> <li>• 1 Year in Club</li> </ul>	<ul style="list-style-type: none"> <li>• Creates Scouting Sheets</li> <li>• Gathers Information on Other Teams via Internet (Chief Delphi, FIRST, etc.)</li> <li>• Rule Updates/Changes</li> <li>• In Charge of Scouts at Competitions</li> </ul>
Head of Engineering	<ul style="list-style-type: none"> <li>• 1 Year in Club</li> </ul>	<ul style="list-style-type: none"> <li>• Organize students into design groups</li> <li>• Pros/Cons of designs</li> <li>• Run debate for final design</li> <li>• Tracks Parts Lists (cost, weight, etc.)</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• 1 Year in Club</li> </ul>	<ul style="list-style-type: none"> <li>• Handle team communications</li> <li>• Record meeting minutes</li> </ul>

### Assigned Positions:

Drive	<ul style="list-style-type: none"> <li>• Try Out</li> </ul>	<ul style="list-style-type: none"> <li>• Drive</li> </ul>
Operator	<ul style="list-style-type: none"> <li>• Try Out</li> </ul>	<ul style="list-style-type: none"> <li>• Drive</li> </ul>
Coach	<ul style="list-style-type: none"> <li>• Knows the game</li> <li>• Calm</li> <li>• Gets along easily</li> </ul>	<ul style="list-style-type: none"> <li>• Drive</li> </ul>
Pit Boss	<ul style="list-style-type: none"> <li>• Organized</li> <li>• Technically knows the robot</li> <li>• Can explain robot functions well</li> </ul>	<ul style="list-style-type: none"> <li>• Organize Room/Pit</li> <li>• Keep Track of What is Used on the Robot</li> <li>• Decide What to Bring to Competitions</li> <li>• Keep people focused on robotics work</li> </ul>

\* Requirements to Vote – One previous year on the team as a high school student; not a graduating student