



REF NO. - NITUK/SAE/2022/02

Date: 07/04 /2022

NOTICE

The measure of a Collegiate Club's success is how Club officers and its committee understand and carry out their responsibilities and work together. The Collegiate Club executive committee should hold regular meetings to discuss Club management, Club programs, and matters of interest and concern to the general membership. All office bearers are fully responsible To help the club with extra personal resources like time, money and efforts in terms of any emergency/crisis, when called upon. The following responsibilities are expected to plan and executed by the respective office bearers:

Office Bearer	Responsibilities
Chairperson (Ex-officio officer of all committees)	<ul style="list-style-type: none">✓ Actively attend all Club functions and promote membership.✓ Promote a respectable image of the SAEINDIA Club and the University.✓ Maintain proper communication with officers, members, faculty Adviser, section and the engineering departments within the college.✓ Run all general meetings and weekly meetings in parliamentary manner.✓ Maintain an active organizational role in major projects.✓ Arrange technical speakers in programs of interest.✓ Distribute responsibilities equally among officers.✓ Oversee the recording of the activities, both financial and documental.✓ Review all outgoing communications.✓ Call and preside over all executive committee and business meetings of the Club. Make certain that the meetings specified in the Collegiate Club constitution are held as required. As presiding officer at business and Executive Committee meetings, the chairperson should know the basic rules of parliamentary procedure.✓ Prepare an agenda for each meeting.✓ Have discussion pertinent to the subject under discussion.✓ Call for committee reports.✓ Make assignments when indicated.✓ Follow up with all committees in order to ensure continuity and execution of their assignments. With the consent of the Executive Committee, remove an inactive committee chairperson or member and appoint a successor.
Vice Chairperson	<ul style="list-style-type: none">✓ To work closely with the chairperson and to attend executive committee and Club meetings regularly.✓ Chairmanship of the Program committee or the Publicity Committee with the additional duties described under these two headings.
Secretary	<ul style="list-style-type: none">✓ Maintaining an accurate, up-to-date list of the Club members and advising SAEINDIA Headquarters of any changes in address immediately in order to avoid mailing problems.✓ Issuing calls for Executive Committee meetings, as instructed by the chairperson.✓ Preparing minutes of meetings and business sessions of Club meetings, sending copies to the chairperson and the SAEINDIA headquarters.✓ Immediately informing headquarters of all the sections and committee chairmanship appointments as well as any changes that may occur in these offices.✓ Delivering all records, card file, historical information, and other pertinent data to their successor at the end of their term of office.

Signature



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उत्तराखण्ड

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	<ul style="list-style-type: none">✓ Maintaining a record of all Club correspondence.✓ Assist in arranging tech speakers and programs each year.✓ Contribute to the common goal of increasing student projects, activities and membership.✓ Maintain a current and up-to-date file of all Club communications.✓ Record general meeting minutes and read them at the following general meeting.✓ Submit materials for Allied Signal Outstanding Collegiate Branch Award.
Treasurer	<ul style="list-style-type: none">✓ Administration of Club finances.✓ Transfer of Club funds and cooperation in preparing the Club budget✓ To collect SAEINDIA student membership fee and Club dues.✓ Give a financial report at each general meeting.✓ Submit a financial report after every Club activity.✓ Send all membership applications to SAEINDIA headquarters, both new and renewal members.✓ Maintain a roster of members.✓ Set up and direct the membership drives.✓ Assist in arranging technical meetings and programs.✓ Attend all Club functions in an active capacity.✓ Become an active member of all committees.
Program Chair	<ul style="list-style-type: none">✓ Plan programs that satisfy the informational needs and interest areas of club.✓ May include planning of projects and SAEINDIA Collegiate Design Competition activities.
Reception Chair	<ul style="list-style-type: none">✓ Contribute generally to the success of the club by extending a cordial welcome to new members and guests attending its meeting.✓ Work closely with the Membership Chair and introduce its representatives to guests indicating an interest in SAEINDIA and student membership.✓ To help extend the courtesies of the club to visiting speakers and off-campus guests.
Publicity Chair	<ul style="list-style-type: none">✓ Develop a working relationship with the editor of the school paper and learn the best procedure to follow in order to get club news published.✓ Election of officers and appointment of committee chairpersons.✓ Announcement of forth coming meetings.✓ Listing of meetings in calendar of events.✓ A report of the meeting.✓ Publicity of Design projects.✓ Cooperate with the program chair to obtain early information about each meeting in order to meet deadlines for meeting notices and release to media.✓ Arrange to regular update on Institute `s website.
Membership Chair	<ul style="list-style-type: none">✓ Promote SAEINDIA Collegiate club.✓ To display SAEINDIA publications and application forms for distribution.✓ Be prepared to answer questions about both SAEINDIA and club activities.

Office bearers are instructed to efficiently and timely perform the responsibilities mentioned above.
The faculty advisor may monitor the same.

Vinod Singh
07/4/2022

Dr. Vinod Singh Yadav

Senior Faculty Adviser

SAEINDIA Collegiate Club of NIT/IK