**General Board ’19-’20 Application**

2019-2020

Please complete the information below, and after reading the responsibilities outlined at the end of this application, select which positions you are interested in applying for on General Board. Do not rank positions you are not interested in applying for.

This application is due by **11:59 PM** on **Friday, April 12th, 2019**. Please submit applications by email to bmesucla@gmail.com. Late applications will not be considered.

If you have any questions, please feel free to contact Izzy (izabellasamuel@gmail.com), Nicole(n.m.kuntjoro@gmail.com), Natalie (natmaxcollege@gmail.com), or Smiti (smitin9@gmail.com).

*Note: There is no minimum or maximum length, but keeping responses succinct and to-the-point is greatly appreciated.*

|  |  |
| --- | --- |
| **Full Name** |  |
| **Year** |  |
| **Major** |  |
| **Email** |  |
| **Cell Phone** |  |

**I would like to apply for the following General Board positions (rank, with 1 = most desired):**

|  |  |
| --- | --- |
|  | Treasurer (1) |
|  | Secretary (1) |
|  | Community Outreach Chair (2) |
|  | Industry Chair (2) |
|  | Mentorship Coordinator (1) |
|  | Mentorship Family Head (4) |
|  | Publicity Chair (2) |
|  | Academic Chair (1) |
|  | Project Manager - Build Team (3) |
|  | Project Manager - Cell Team (2) |
|  | Project Manager - Design Team (3) |

1. With the board positions you have applied for in mind, what 3 characteristics do you believe set you apart from other applicants? Explain why these characteristics would make you a good officer.
Click here to enter text.
2. Every BMES event requires a lot of behind-the-scenes work, and thus, serving on the BMES Board is a huge commitment. Why have you elected to prioritize time with this organization over other time commitments?
Click here to enter text.
3. What is your vision for BMES? This can include specifics to positions you are applying for, as well as “bigger picture” ideas for BMES.
Click here to enter text.
4. How have you been involved in BMES this academic year? What BMES events have you attended (feel free to list)?
Click here to enter text.
5. What other time commitments do you expect to have in the coming school year? Briefly explain your role and time spent in each.

Click here to enter text.

1. Please insert your favorite meme below.

Click here to enter text.

1. *\*\*Only answer if you are applying for Project Manager\*\*:* What previous research/project experience and technical skills (i.e., coding, Arduino, electronics, wet lab skills, etc.) do you have that can help you lead the BMES Technical Project(s)?
Click here to enter text.
2. *\*\*Only answer if you are applying for Project Manager\*\*:* Do you have any creative project ideas that BMES can pursue for the upcoming year? If you are applying for Build or Design Team, please describe a specific project(s) that the team could work on for the year. If you are applying for Cell Team, please describe some labs that the students can work on, specific to your skills.
Click here to enter text.

**UCLA BMES Board Positions: Roles & Responsibilities**

As a whole, the UCLA Biomedical Engineering Society Board is expected to work to preserve the continued excellence of the chapter and to strive to further improve what BMES offers to its members, the Bioengineering Department, and UCLA Engineering as a whole. To that end, every member of the board is expected to attend, participate, and help prepare for each event that BMES puts on, no matter their individually assigned roles. Additionally, some of these positions may require more than one person (co-chairs).

**General Board**

**Treasurer:** The Treasurer is responsible for managing the chapter’s finances including the disbursement and electronic documentation of funds. Major responsibilities include fundraising activities (with the exception of the Science Vendor Exposition). Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible. The Treasurer will give a report of funds and spending during every board meeting. The Treasurer is responsible for executing at least (1) fundraiser per quarter. Additionally, the Treasurer will aid the EVP in grant writing to secure funds.

**Secretary:** The Secretary is responsible for keeping minutes of all general and business meetings, including attendance records, and for putting these minutes into a format that is accessible to all members of the organization. The Secretary is also responsible for maintaining the BMES weekly newsletter, membership, updating email correspondences, assisting the Publicity Chair with announcements, updating the BMES Website, and managing the BMES Research Bulletin.

**Community Outreach Chair:** The Community Outreach Chairs organize all events that involve the participation of the chapter in community service and volunteer activities. This primarily involves organizing, running, and expanding the Bioengineering Big Buddies (B3) educational outreach program as well as on-campus Science Days with local schools. Other outreach programs have in the past included working with local food banks, collaborating with student community outreach organizations or other branches of BMES, and organizing BMES’s participation in events such as Relay for Life and Operation Gratitude. Outreach Chairs will also direct Community Outreach Committee in organizing these programs.

**Industry Chair:** The Industry Chairs are responsible for professional events and for corresponding with industry professionals to schedule company info-sessions, alumni networking events, company site visits, and resume compilations for internship/job openings. Other major responsibilities include organizing and executing the Biotechnology and Pharmaceutical Meet and Greet, a joint career event hosted with AIChE and ISPE, as well as conducting professional development events. Additionally, this year the Industry Chairs will be leading the Annual UCLA BMES Science Vendor Exposition. The Industry Chairs are also responsible for working with and directing Industry Committee members to further the success of these endeavors.

**Academic Chair**: The Academic Chair will be responsible for developing events aimed to educate BMES members on future career paths and guide them through academic life at UCLA. This may involve organizing events and programs such as graduate school info-sessions, professional school info-sessions, resume workshops, study sessions, and class planning workshops, as well as managing the BMES Lab Coat Lending Library, and the Senior Exit Survey. The Academic Chair will also collaborate with the Industry Chair to facilitate alumni networking or informative panels about careers in industry.

**Mentorship Coordinator**:The Mentorship Coordinator will be responsible for overseeing the Mentorship Chairs/Family Heads, being the lead for events like the quarterly House Cup Games, and delegating tasks among the Mentorship Chairs/Family Heads. This individual will also be responsible for planning one quarterly club-wide event (such as KBBQ in the Fall or Game Night in the Winter). Finally, the Mentorship Coordinator will work closely with the Internal Vice President to plan events like Holiday Party and Spring Banquet.

**Mentorship Chair/Family Head**: The Mentorship Chairs will be responsible for continuing the new BMES Mentorship Family System. Each Mentorship Chair will be in charge of one Mentorship Family; this entails FOUR smaller events for their family per quarter. Mentorship will also be in charge of planning and executing two Freshmen-tailored events at the beginning of the year (Freshman 15 and a social event). Other responsibilities include creating, managing, and participating on IM sports teams.

**Publicity Chair:** The Publicity Chairs are responsible for publicizing all events by creating flyers, creating graphics for Facebook events, making classroom announcements, drafting publicity releases for blast emails and the BMES website, helping to advertise for the Bioengineering Capstone Symposium, and for running the BMES Snapchat and Instagram accounts. Depending on the event, the Publicity Chair will also explore other means of advertising and publicity. Additionally, the Publicity Chairs are responsible for maintaining the Boelter Board and the BMES sandwich board. The Publicity Chairs will organize their committee members and other board members as needed to assist with publicity efforts, particularly for the Science Vendor Expo. Finally, Publicity Chairs will be tasked with taking and editing pictures from all our events with help from their committee.

**Technical Projects Board**

**Project Manager:** *Research/Project Experience required; For Build Team - additional experience with Arduino or computer programming (Matlab or C++) desirable. The Project Managers will be in charge of running the BMES Technical Projects and will work closely with the Technical Projects VP in administrative tasks associated with managing the projects. General responsibilities include: recruiting team members, project planning, funding, supplies and room acquisition, communicating with the Technical Projects Faculty Advisor, helping organize a demo day at the end of the year, and other duties necessary for leading the project team. Project-specific responsibilities include:*

* Project Manager – Build Team
	+ Improving, creating, and teaching curriculum
	+ Planning additional beginner projects for future years
* Project Manager – Cell Team
	+ Improving, creating, and teaching curriculum
	+ Maintaining clean lab space
	+ Coordinating and communicating with research labs for materials
* Project Manager -- Design Team
	+ One PM per team that is directly involved in the project, working with the other students on the team
	+ Creating a project proposal and plan before the school year starts
	+ Mentoring team members as they work the project