



*Cornell University Student Branch
216 Phillips Hall
Cornell University
Ithaca, NY 14853*

*E-mail: sb.cornell@ieee.org
Website: <http://ieee.ece.cornell.edu>*

Expectations for Executive Officers:

All IEEE executive officers and members are expected to maintain the highest degree of ethics and academic integrity in accordance with stated IEEE and Cornell University codes. All actions of the executive staff are expected to be in the best interests of the ECE students and faculty, and the Cornell University community. The goals and expectations of the IEEE as a whole are to conform to the original branch Constitution and By-Laws. All decisions or actions that appear to contradict the above, along with potential conflicts of interest, are to be discussed with John Belina. Other questions may be directed to any of the executive officers.

President (Co-Presidents):

The roles of the President (Co-President) are to:

1. handle all administrative details associated with the organization and handle external communications with other organizations and departments,
2. meet with the faculty (Professor Pollock, John Belina) on a weekly or bi-weekly basis to update the faculty with planned events and to seek student-faculty cooperation in future events, and
3. co-ordinate meetings, leadership activities for the executive officers and synchronize member activities.

Vice President of Corporate Relations:

The roles of the VP of Corporate Relations are to:

1. contact and work with companies to schedule and organize corporate info sessions and corporate sponsored activities,
2. establish a relationship with corporate representatives to Cornell in order to assess the needs of companies in the work place,
3. meet regularly with members of a Corporate Consulting Team to establish a baseline for future sponsored events, and
4. maintain a database and compact disc of students' resumes for sale to employers.

Vice President of Finance:

The roles of the VP of Finance are to:



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1. maintain the Cornell IEEE bank account,
2. work with other project teams to establish a working budget for all cost-dependent activities, and
3. contact and work with funding agencies/organizations (i.e., Student Activities Office) to establish funding for future activities, and
4. maintain an accurate record of all transactions within the academic year.

Vice President of Faculty Relations:

The roles of the VP of Faculty Relations are to:

1. work with a team to set up events directly involving ECE faculty members,
2. meet on a weekly basis with certain faculty members to set up a long-term strategy for improving faculty-student relations, and
3. work to involve faculty and the ECE Department in all activities sponsored or organized by the IEEE.

Vice President of Web Administration:

The roles of the VP of Web Administration are to:

1. maintain the integrity, appearance, and operation of the Cornell IEEE website,
2. work with other project teams to update the contents of the website, and
3. work with CIT and ECE Technical Support to maintain the IEEE listservs and email accounts.

Executive Officers:

The roles of the Executive Officers are to:

1. co-operate with other officers, the student body, and faculty in creating a constructive environment for academic and social pursuits, and
2. organize and develop activities/events throughout the academic year.

All executive officers are expected to participate in an Activities Planning Council, which will meet occasionally to plan future activities/events. Communication to the entire executive staff may be done through the listservs. Announcements or other communication to the IEEE members as a whole may be done through IEEE-L.

Project Teams are to be organized based on need and project deadlines.



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Most importantly, we recognize that ECE is not an easy major and that academic interests will often outweigh all others. If that is so, please do not hesitate to contact any other member of the executive staff.

*"To Build a True ECE Community
By Fostering Personal Growth
of its Members ... "*