

## **Student Branch Chair (Mr. D. Prithvi Krishna Parasar, ECE)**

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The Student Branch Chair is the key to effective student leadership. He/she is responsible for the overall management of all Branch affairs. Some specific duties of the Branch Chair include:

1. Preside at all meetings of the Student Branch.
2. Hold regular meetings of the Branch Executive Committee.
3. Appoint Program, Publicity, and Membership committee Chairs promptly.
4. Complete the annual Activity Report - **due no later than 1 November** (<https://sbr.vtools.ieee.org/>).
5. Arrange for the election of new Officers annually and report via vTools Officer Reporting (<https://officers.vtools.ieee.org/>).
6. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.
7. Coordinate activities with local Section and Region volunteers.
8. Communicate frequently with local University IEEE Student Branches.

## **Student Branch Vice-Chair (Mr. Ageer Akhil, EEE)**

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The Student Branch Vice-Chair is the junior Executive Officer. He/she should help the Branch Chair with the workload, oversee some of the subcommittees, and manage some of the activities throughout the semester.

Some of the suggested duties include:

1. Chair the Program and Membership Committees.
2. Organize field trips or special events beyond regular program efforts.
3. Assist the Branch Chair in following up on assigned committee responsibilities.
4. Perform all functions of the Branch Chair in his/her absence or upon request.

## **Student Branch Secretary (Mr. Ilyas Shaikh, EEE)**

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The Student Branch Secretary serves as the record keeper and historian of the Student Branch. He/she is responsible for maintaining all records.

Some of the specific duties include:

1. Keep detailed minutes of each meeting.
2. Maintain the membership roster and committee assignments on the Branch website (<http://sites.ieee.org/hosting/>)
3. Be responsible for all correspondence.
4. Post a calendar of events.
5. Ensure that the Branch Constitution and Bylaws are adhered to.
6. Arrange for an orderly transfer of all records to the incoming Secretary.

## **Student Branch Treasurer (Ms. V. Mounika Reddy, ECE)**

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The Student Branch Treasurer is responsible for maintaining the financial accounts. It is imperative that all records be kept current and as accurate as possible.

The specific duties include:

1. Maintain the appropriate financial accounts. Your bank account should be interest bearing and require two signatures; the faculty counselor should always be one of those signatures.
2. Prepare an annual budget for inclusion in the Annual Activity Report (due 1 November annually - <https://sbr.vtools.ieee.org/>).
3. Prepare the final Financial Statement for inclusion in the Annual Activity Report.
4. Oversee all fundraising efforts.
5. Arrange for an orderly transfer of all financial records to the incoming Treasurer.

## Operating Committees

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- **Program Committee:** responsible for planning activities for the year. **(R. Akhila, Swetha Chalapathy, Varun Dumpala)**
- **Publicity Committee:** responsible for advertising activities. **(Fatima Fouzia)**
- **Membership Committee:** responsible for recruiting activities. **(V. Sai Deepthi)**
- **Finance Committee:** responsible for helping the Treasurer plan fundraising activities. **(Abhilash Sankaramanchi)**
- **Nominating Committee:** responsible for all elections. This committee must ensure that all candidates are active IEEE Student Members in good standing at the time of their declaration. **(Ramya K.)**