

Biomedical Engineering Society

Committee Chair Applications 2008-09

due May 20, 2008 noon

Name:

Phone Number:

Major:

Email Address:

Graduation Yr:

Best time to interview (please put all the times you are available and rank your top three):

Priority	Date	Time
	Wednesday, May 21	
	Thursday, May 22	
	Friday, May 23	
	Saturday, May 24	
	Sunday, May 25	
	Monday, May 26	
	Tuesday, May 27	

Are you available Saturday, May 31, 2008 from 6:30-9:30pm? Yes No

Please check the committee that you are applying to be chair for (only check one):

- | | |
|---|---|
| <input type="checkbox"/> Bioengineering Day | <input type="checkbox"/> Newsletter (<i>Bioengineering Quarterly</i>) |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Historian | <input type="checkbox"/> Publicity |
| <input type="checkbox"/> International | <input type="checkbox"/> Web |

On a separate piece of paper, please answer the following questions:

1. Why should we pick you to be the committee chair? Specifically focus on why you are qualified to be the chair and what makes you stand apart from the crowd. Include any past experiences you have had with BMES.
2. If you could improve one thing about the committee, what would it be, how would you implement/change it, and why? *If you are applying for the international/entrepreneurship committee, please write this question on the one thing you would change about BMES.*
3. (*International and entrepreneurship committee only*) What you believe the role of this committee should be? What you would do with the committee during the next year? in the long term (5-10 years)?

Directions

Please submit a *separate* application for each different committee chair position that you are applying for. You may submit up to three (3) different applications.

Applications may be dropped off in the BMES mailbox in the Bioengineering Department's Administrative Office or submitted electronically to s1fan@ucsd.edu. All submissions must be received by noon on Tuesday, May 20, 2008.

You will be contacted by Friday, May 23, 2008, to schedule an interview, which will be based off of your "best time to contact." Decisions will be finalized by Wednesday, May 28, 2008.

General Responsibilities of All Committee Chairs

1. Weekly attendance at officer meetings
2. Weekly reports of committee activities
3. Generating and maintaining a current budget
4. Timely completion of all responsibilities
5. Continued documentation of work
6. Standard operating procedure write-up
7. End of the year commentary and suggestions for improvement

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Description of Committees

Bioengineering Day

The Bioengineering Day Committee is responsible for all the planning for, advertising for, and running the Day, including invitations of guest speakers, organization of the Poster Expo and Bioengineering Quiz Bowl. Chair responsibilities include: organization of committee, weekly meetings with faculty advisor(s)/president, overseeing the planning of panels, Poster Exposition, and Bioengineering Quiz Bowl and all advertisements/publicity.

Entrepreneurship

The Entrepreneurship Committee currently has a loosely based role. Current responsibilities include: acting as a liaison to VentureForth and other entrepreneurial organizations and further definition of the role and purpose of the committee. If you are applying for this role, please submit an additional "essay" discussing what you believe the role of this committee should be and what you would do with the committee both during the next year and in the long term (5-10 years).

Historian

The Historian Committee is responsible for all photo and video documentation of all BMES events. The Committee will be responsible for compiling the yearbook, senior video, assistance planning the Senior Graduation Party along with the Bioengineering Department, and the planning/distribution of senior sashes.

International

The International Committee is a new committee whose primary responsibility will be assisting the national international committee, headed by UCSD Bioengineering's Dr. Amy Sung. If you are applying for this role, please submit an additional "essay" discussing what you believe the role of this committee should be and what you would do with the committee both during the next year and in the long term (5-10 years).

Newsletter (Bioengineering Quarterly)

The Newsletter Committee is responsible for the quarterly publication of the *Bioengineering Quarterly*. The chair will be responsible for: generation of content and layout, final editing of the layout and content, obtaining final approval from the president, vice presidents, and faculty advisor(s)

Outreach

The Outreach Committee is responsible for all BMES outreach with a special focus on service to elementary, middle, and high school students. The committee chair will work closely with local outreach programs, undergraduate students working in UCSD Bioengineering laboratories, and will be responsible for sending volunteers to all events. Other responsibilities may include developing lesson plans and experiments and coordinating student field trips to UCSD.

Publicity

The Publicity Committee is responsible for all advertisements for any and all BMES events. The committee is responsible for the distribution and design of all materials. Committee chair responsibilities would include: designing advertisements for BMES events, sending out advertisement emails, creating Facebook events and maintaining the current Facebook group, obtaining final approval from the president/faculty advisor(s) before distribution, distribution of advertisements, and organizing in-class announcements.

Web

The Web Committee is responsible for the maintenance of the website and all BMES mailing lists. Duties include: updating the website whenever needed, maintaining access, screening comments, and maintenance of BMES listservs.

Accepted submission formats:

1. Hardcopy submitted to BMES mailbox in the Bioengineering Dept. Mail Room
2. Electronic version submitted to s1fan@ucsd.edu

You may submit in either format, but your submission must be received by **noon on May 20, 2008**.