SNAME Student Steering Committee
Position Descriptions

General Duties of All Officers - SSC officers will be assigned student sections to mentor. The SSC officer shall communicate with their student contacts throughout the year to check on the section, help wherever possible, lend support and help ensure a strong turnout for the SMC Student Program.

Each SSC officer may have a position on a SNAME committee, as requested by SNAME. The officer may choose the committee they participate in, unless previously specified in the officer description. If there is a request for more student representatives than officers, then former SSC members may also represent the students on certain committees.

All SSC officers are expected to support the Chair in planning the annual SMC meeting. The Chair shall coordinate all efforts. The officer may request their responsibility if not previously specified in the officer description.

Chair – The Chairperson shall represent the Student Steering Committee to the Executive Committee and Council of The Society of Naval Architects and Marine Engineers. The Chairperson is to be the leader of the SSC. The Chairperson shall be responsible for ensuring the SSC is effective and is to follow up with the officers on current initiatives and projects. The Chairperson is also responsible for organizing meetings and creating agendas with the assistance from the SSC officers. The Chairperson is to delegate projects to SSC officers as needed. The Chairperson is to communicate regularly with the Immediate past chair Chair prior to significant events. According to the bylaws the Chair should have been a member of the SSC in the past or held the office of President/Chair for their student section.

The Chairperson and Immediate past chair are responsible for the ultimate planning of the student activities for the SMC and shall work closely with SNAME to ensure room location, scheduling and a student hotel. To facilitate planning of the SMC, the Chair shall sit on the SMC Planning Committee, Membership Committee and SNAME Executive Council. The Chair may distribute the different activities of the student portion of the SMC to other SSC officers, but is responsible for a successful student program at the SMC.

In recent years, the Chair has been responsible for the Student/Industry Roundtable, Townhall, and Elections.

Vice Chair – The Vice-Chairperson shall represent the Student Steering Committee to the Executive Committee of The Society of Naval Architects and Marine Engineers in the event the Chairperson is unable to. Duties include acting as assistant, as needed, to all Student Steering Committee Officers.
The Vice-Chair, along with the Secretary, shall be the keeper of section information and is the responsible for maintaining a list containing contact information for all student chapter representatives and their voting status. The Vice-Chair will work with SNAME to make sure all membership lists are distributed to each section twice a year (October and January) to help ensure that the section membership rosters match those of SNAME. The Vice-Chair will also work to ensure that all SNAME student section officers are members and that the membership is current. In order to complete the mentioned tasks, the Vice-Chair and Secretary/Treasurer is to work closely with the staff at SNAME headquarters in order to maintain the correct membership information.

The Vice-Chairperson will be responsible for coordinating, with the SSC Advisor, the development of the annual design competition through all of the student sections. The Vice-Chairperson’s goal is increase student participation within SNAME and the SSC through active measures.

In recent years, the Vice Chair has been responsible for the Design Competition at SMC.

**Secretary** – The Secretary shall keep track of a record of events of each meeting, and prepare a monthly summary of committee correspondence to be place on the web site for information and reference. The Secretary will also work directly with the Vice Chairperson to facilitate the duties listed above in the Vice Chairperson description.

The Secretary will also be required to assist the student sections with the development of their fundraising and continuing efforts to better the sections. The Secretary will maintain a list of possible speakers/topics of interest for student section meetings in an effort to increase student participation.

In recent years, Secretary has been responsible for the Student Job Fair at SMC.

**Communications** – The Communications Chair shall be responsible for ensuring disbursal of Student Steering Committee correspondence to all members. He/she shall maintain communications with each student section in order to have current information regarding section activities for the newsletter.

The Communications Chair shall also be responsible for compiling all officer input and creation of the newsletter. The newsletter is to be distributed every other month or as required. The newsletter may be distributed via the SSC web site. The newsletter is to be done in Microsoft Publisher to facilitate passing of the news letter to the new Communications Chair each year.

The Communication Chair shall work closely with the Electronic Media Chair to maintain student news and updates on the website.

In recent years, the Communications Chair has been responsible for the Student Social at SMC.
**Electronic Media** – The Electronic Media Chair shall be responsible for maintenance of The Society of Naval Architects and Marine Engineers student web site and student forum. This person shall also serve as representative to the Electronic Media Committee. The Electronic Media Chair is to work closely with the Communications Chair in the development of the newsletter and the disbursal of information via the Internet.

In recent years, the Electronic Media Chair has been responsible for the Microsite Competition at SMC.

**Resource Management** – Responsible for updating the Student Section Standards Guide (SSS Guide) and acts as lead reviewer for all student papers submitted for SMC.