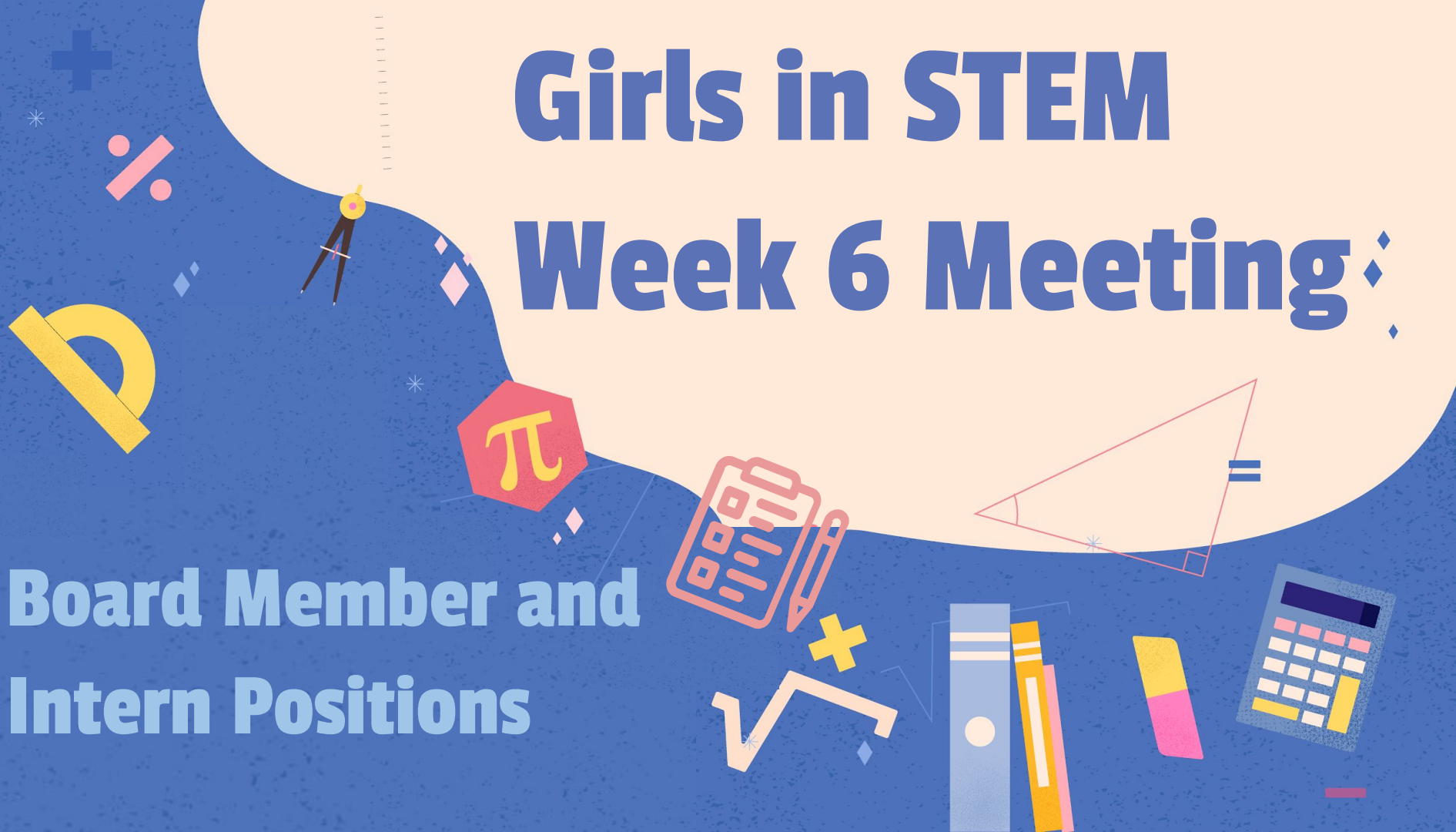


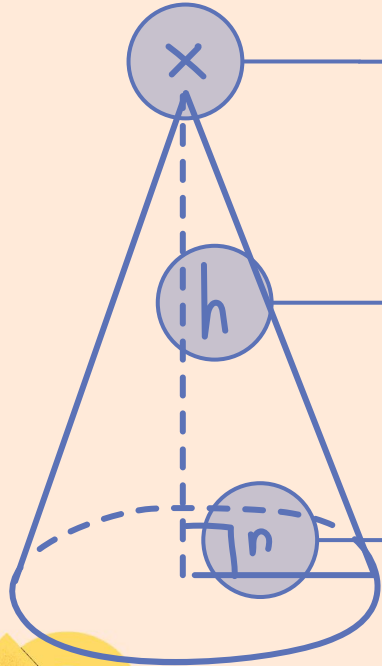
Girls in STEM

Week 6 Meeting

Board Member and
Intern Positions



Topics



- **DEADLINES**

General reminders and dates for the board and intern applications

- **POSITIONS**

Outline of key responsibilities for each role

- **ENDING NOTES & FAQ**



Deadlines

- ❖ Want to join our 20-21 team? Our Board and Intern Applications are now open!
 - **Deadline is Week 8: Thursday February 25th.**
 - Board Link: <https://forms.gle/Ymk8caGoshYCriXY7>
 - Intern Link: <https://forms.gle/X9pxnGT6Tma1APJF7>
- ❖ Our next meeting will be a game night playing _____.
 - Join us if you would like to destress after midterms!
- ❖ If you have any questions, feel free to contact us at girlsinstem@uci.edu!



President

Responsibilities

- ❖ Oversee board activities
 - Provides final confirmation for events and social posts
- ❖ Primary liaison with organization and academic advisors
- ❖ Addresses any issues brought by external parties or within the club
- ❖ Coordinates with the board to fulfill club projects



Vice President

Responsibilities

- ❖ Coordinate general member meetings/socials
 - Outline quarterly meeting plan
- ❖ Approve new memberships on CampusOrgs
- ❖ Research legal and logistic attributes of new projects



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Treasurer

Responsibilities

- ❖ Proposes annual budget
- ❖ Plans fundraising advertising
- ❖ Generate purchase logs for record-keeping
- ❖ Monitors annual board spending



Secretary

Responsibilities

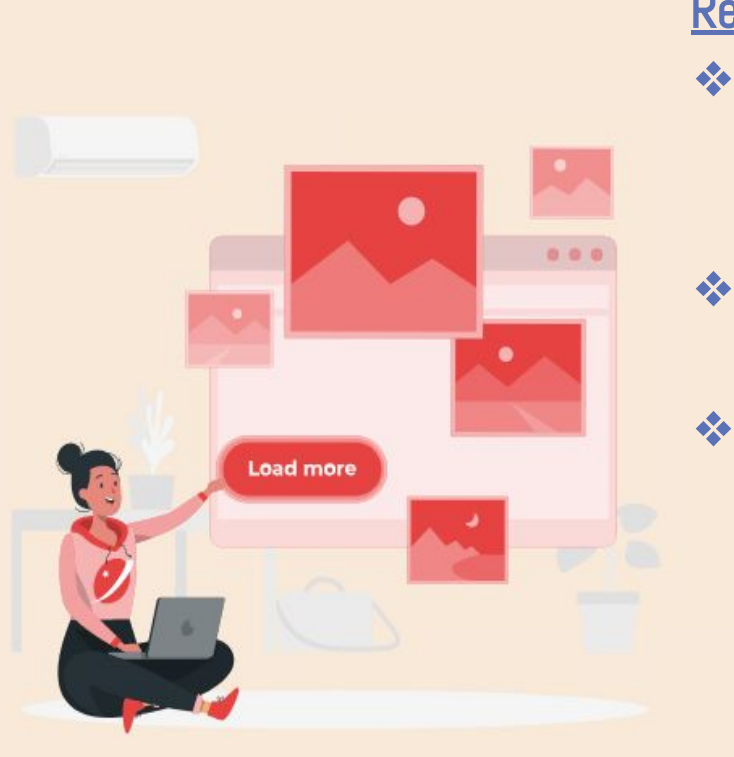
- ❖ Sends our informative weekly emails updates to general members
- ❖ Responsible for email upkeep
 - Deleting spam
 - Forwarding emails to president that have not yet been addressed



Social Media and Outreach

Responsibilities

- ❖ Instagram activities
 - Reaching out to women in STEM for features
- ❖ Facebook activities
 - Repost content from IG to FB
- ❖ Forward any inquiries from social media to the president



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Mentor Coordinator

Responsibilities

- ❖ Recruit and facilitate mentors through direct communication via email and social media
- ❖ Helps plan the recruitment and mentor activities for year-round mentorship as well as summer camp activities
- ❖ Bridge the gap between mentors and board members, passing on information from both sides
- ❖ Promote Girls in STEM and our cause

Intern Coordinator

Responsibilities

- ❖ Recruit and facilitate interns through direct communication via email and social media.
- ❖ Helps with intern recruitment for the following cycle
- ❖ Focus on intern team updates and correspondence with the board
- ❖ Facilitate and promotes club during Welcome Week/ Club Recruitment Activities



Thank you for your interest!

Do you have any questions? Contact us at:

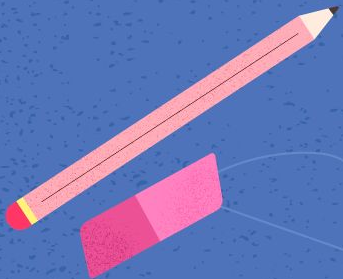
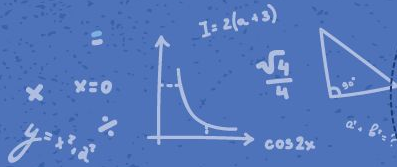
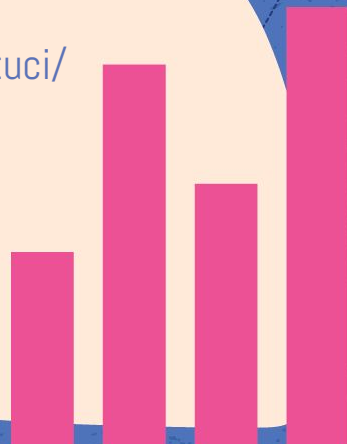
Email: girlsinstem@uci.edu

Discord: <https://discord.gg/7Qg97FjJw3>

Instagram: @girlsinstemuci

Facebook: <https://www.facebook.com/girlsinstematuci/>

Website: <https://sites.uci.edu/girlsinstem/>



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RESOURCES

- [Board](#)
- [Paper plane](#)
- [Back to school](#)
- [Cartoon math concept background](#)
- [Cartoon math concept background](#)
- [Realistic math chalkboard background](#)

Fonts & colors used

This presentation has been made using the following fonts:

Passion One

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Abel

(<https://fonts.google.com/specimen/Abel>)

A rounded square swatch with a light beige or cream color.

#f9e9d9

A rounded square swatch with a medium blue color.

#5b72b7

Creative Process Icons



Educational Process Icons

