

Description of Executive Positions

Chief Executive Officer – The **CEO** is a co-president of the team and acts as the team’s public face. In general, the CEO is the officer who makes the most contact with sponsors, the school, and the general community. Some specific tasks include, but are not limited to:

- Leads meetings and discussions
- Keeps leaders and members on task
- Recognizes members during the year-end banquet
- Maintains contact with the principal of the International School and club advisor
- In charge of all club events intended to raise awareness of FIRST in the community
- Maintaining contact with the office manager

Chief Technical Officer – The **CTO** is a co-president of the team and will work to coordinate and aid in the success of the individual technical subteams and ensure they integrate seamlessly with one another.

Some specific tasks include, but are not limited to:

- Scheduling and developing off-season training
- Schedules and leads safety training with the safety head
- Schedules and leads mock kickoff
- Creates and modifies build season schedule
- Negotiates between technical subteams to allow access to the robot
- Works with mentors to ensure mentor support is available for technical meetings

Chief Operations Officer – The **COO** is the vice president of the team and acts as the team’s project manager. In general, the COO is the officer who takes care of the details of various events, including team events and publicity events.

Some specific tasks include, but are not limited to:

- Managing the club calendar
- Filling out Building Use and Field Trip Approval forms
- Managing volunteers for community outreach events
- Managing format, speakers, certificates, and invitations for the year-end banquet
- Taking minutes (notes) at each meeting, typing them up, and distributing them
- Creating, distributing, and collecting all forms

Chief Financial Officer – The **CFO** is the treasurer of the team. In general, the CFO is the officer in charge of keeping track of club finances, creating a balanced club budget, and organizing fundraising events.

Some specific tasks include, but are not limited to:

- Creating and updating the budget
- Submitting purchase authorization
- Tracking expenditure and profit
- Maintaining contact with the school accountant
- Organizing and leading fundraising events
- Contacting sponsors