

**INSTITUTE OF BIOLOGICAL ENGINEERING**  
**STUDENT CHAPTER AT CORNELL UNIVERSITY**  
**OFFICER APPLICATION**

*Instructions: Please fill out this form to the best of your ability and turn in completed document digitally to [bee\\_ibe@cornell.edu](mailto:bee_ibe@cornell.edu) either as word document or PDF*

***Application Deadline – Monday April 7, 2008 at midnight***  
***Election Day: Friday April 11, 2008 5 PM in Phillips 307***

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT YEAR: F S JR SR      IBE MEMBER Y N      IF YES FOR HOW LONG: \_\_\_\_\_

**Describe your organizational or leadership experience.**

**Please list other activities and organizations you are involved in this year. What activities and organizations do you plan on being involved in next year?**

**What other time commitments will you have next year?**

**As an officer how would you improve IBE? These ideas can be specific to the area you are applying for, or can address IBE in general.**

**Please feel free to add any additional information or comments in the space below to describe your qualifications, ideas or why you are interested a particular position.**

*If you would like to become more involved in IBE, please rank the following positions according to your interest. Each position may have more than one opening depending on interest. Don't be discouraged to apply for a position because the amount of responsibilities. Chances are you will have a co-chair or a committee to help you do your bidding. Feel free to leave out positions you do not want to be considered for.*

\_\_\_ **President:** You are the goal setter for the club. You must listen to your Eboard, know how to motivate, be enthusiastic, take criticism, and be dedicated to what IBE and BEE really does stand for. Your tasks include but are not limited to facilitating meetings, overseeing events, corresponding with Eboard and faculty advisor, write out meeting agendas, write a lot of emails, be familiar with the IBE constitution, act as a liaison to the BEE department and IBE nationals, and basically be the know-it-all guy. You'll get over your fear of talking to professors and large groups quickly. You will be the primary student representative for IBE and BEE department.

\_\_\_ **Vice President of Membership:** You assist the president, but most of your activities center around membership. You will strive to improve our membership through encouraging more students to join and increasing involvement of the membership. This involves working closely with the Publicity chair and Social chair. You will also maintain the membership database, and act as the primary liaison to the BEE department. You will oversee many IBE events, much like the president.

Alex Roth = **Treasurer:** Collects dues, prepare SAFC budget, approves spending by the Eboard, deals with other stuff involving budget and funding.

\_\_\_ **Social and Outreach Chair:** You organize social events that involve both students and faculty. You will also work closely with other student groups to plan large-scale social events and outreach projects. Finally, you are responsible for bringing food and drinks (paid by IBE) to any relevant social event and relevant meetings

\_\_\_ **Career Development Chair:** You will assist in the career development of IBE members. You will strive to bring relevant companies to Cornell, inform students about career opportunities through speakers, panels, etc, maintain the IBE resume book, and act as the primary liaison to the Engineering Career Service office

\_\_\_ **BioExpo Chair:** You assist the E board in the organization of the annual BioExpo. There is usually more than one chair. One of chairs deals mainly with event planning and the speakers, while the other chair deals with the research poster competition and communication with presenters and judges.

\_\_\_ **Alumni Relations Chair:** You help manage the database of IBE and BEE graduates in order to create a strong link between our chapter and the corporate/academic world, work with the BEE department to plan events for alumni, and obtain relevant information from each year's graduating seniors.

\_\_\_ **Publicity Officer:** Your main objectives are to advertise IBE events as much as possible and handle of PR-related matter with our chapter. You will also be responsible for publishing a IBE newsletter each semester and maintaining the IBE display in Riley-Robb.

\_\_\_ **Webmaster:** You make sure our IBE webspace ([www.rso.cornell.edu/ibe](http://www.rso.cornell.edu/ibe)) is registered with the student activities office (SAO), and that relevant and up to date information is posted. Some prior webpage experience is recommended, but on the job training is also available.

\_\_\_ **Correspondence Chair:** You take minutes for every IBE meeting, update the IBE constitution, take pictures at events, and prepare any reports that need to go out to IBE nationals.