

# Executive Board Positions

## Overview

### Executive Board Roles

#### President

Lead Blueprint and set the vision for the organization. You'll oversee meetings, represent Blueprint to students, faculty, and administration, and ensure everything runs smoothly. You'll also help form committees, set meeting agendas, and make sure we stay true to our mission. Due to how involved Blueprint is, we recommend that you have held at least one other Blueprint E-Board role before running for this role.

##### Responsibilities:

- **Support Executive Board Members** – Assist and guide all E-Board members in carrying out their responsibilities to ensure smooth operations.
- **Enforce High Standards and Operating Procedures** - Everything from the quality of the software we build to staying organized with our internal operations/events is key to making Blueprint succeed.
- **Liaison with University Officials** – Coordinate with the Faculty Advisor, SGA, and Student Life to maintain Blueprint's good standing and secure necessary resources and support.

#### Vice President of Projects

Oversee Blueprint's **Non-Profit Organization (NPO)** projects, making sure our teams and nonprofit partners are aligned. You'll support project leads, help with technical decisions, and keep projects on track. If you're passionate about impactful tech and want to guide real-world projects, this is the perfect role.

##### Responsibilities:

- **Evaluate Non-Profit Partnerships** – Work with the VP of Recruitment to assess potential nonprofit projects, ensuring they align with Blueprint's mission, provide a meaningful technical challenge, and are feasible within a one-year timeline.
- **Form Project Teams** – Organize recruited members into teams based on the needs of specific NPO projects, ensuring balanced skill sets and clear roles.

- **Facilitate Initial Meetings** – Attend and lead kickoff meetings between Tech Leads, Project Managers, and nonprofit partners to establish goals and expectations.
- **Guide Technical Direction** – Collaborate with Technical Leads and Developers to define project architecture and select the appropriate technology stack.
- **Onboard Team Members** – Ensure new team members have access to essential tools, including GitHub, Project Boards, and Discord.
- **Provide Ongoing Support** – Act as a resource for teams throughout the year, assisting with challenges and ensuring projects stay on track.

## Vice President of Technology (x2)

Lead Blueprint's internal tech initiatives and support teams with the tools and resources they need. You'll run internal tech meetings, maintain documentation, and create onboarding workshops for new members. If you love coding, problem-solving, and supporting fellow developers, this is your spot. ***There are 2 VPs of Technology*** due to the scope of the role.

### Responsibilities:

- **Lead Weekly Tech Team Meetings** – Organize and run meetings to foster collaboration, provide updates, and support team members.
- **Oversee Internal Projects** – Plan and manage Blueprint's internal technical initiatives for the year.
- **Develop Technical Workshops** – Create and lead workshops on key topics such as Git, cloud services, and best coding practices.
- **Manage Infrastructure** – Oversee Blueprint's AWS account, ensuring resources are properly maintained and utilized.
- **Provide Support to Project Teams** – Most, if not all of the infrastructure needed to host the project teams is hosted in AWS. Depending on the requirements of the project teams, your job will be to build custom CI/CD pipelines and systems that ensure the successful completion of an NPO project.
- **Maintain Blueprint's Website** – Keep the website up-to-date, ensuring it remains functional, accessible, and implement any changes/modifications.

## Vice President of Design

Shape Blueprint's visual identity! Lead the Design Team in creating UI/UX materials for projects, maintain design resources, and brand Blueprint at Stevens. If you have an eye for design and love making things visually stunning, this role is for you. ***We are aiming for 2 VPs of Design*** since we want to grow our UI/UX presence.

### Responsibilities:

- **Lead Design Team Meetings** – Host weekly or bi-weekly meetings to support designers working on NPO projects and internal initiatives, providing feedback through design critiques.

- **Approve Website Design Updates** – Review and approve any design changes to the Blueprint website to ensure consistency and quality.
- **Develop Design Workshops & Resources** – Create workshops on tools like Figma and expand Blueprint’s design resources, covering the full design process (requirement gathering, competitive analysis, and prototyping).
- **Manage Design Assets** – Oversee Blueprint’s Canva Pro account alongside the VP of Marketing to maintain access to high-quality design materials.

## Vice President of Recruitment

Help Blueprint grow! You’ll recruit both nonprofit partners and student team members, lead the nonprofit selection process, and pitch Blueprint’s services. If you love connecting with people and getting them excited about opportunities, this is your role.

### Responsibilities:

*NPO Recruitment should be done in the Spring/Summer to ensure that projects are ready to go in the Fall.*

- **Source Non-Profit Project Proposals** – Identify potential NPO partners through cold outreach, referrals from past partnerships, and connections within Blueprint.
- **Screen Non-Profit Partners** – Hold initial calls with NPOs to explain Blueprint’s services, assess their tech needs, and determine alignment with our mission. The VP of Projects can assist with this process.

*Once NPO recruitment wraps up (by the first month of Fall), shift focus to recruiting students for project teams.*

- **Market Blueprint Project Teams** – Collaborate with the VP of Marketing to promote Blueprint’s opportunities and attract applicants.
- **Improve the Recruitment Process** – Gather and analyze feedback from previous recruitment cycles to refine and enhance the process.
- **Manage Application Process** – Prepare written application form and coordinate with other E-Board members to develop technical challenges for Developers, Designers, and Product Managers.
- **Organize the Blueprint Games** – Plan and execute Blueprint’s recruitment event to engage and assess potential team members.
- **Coordinate Application Review** – Organize E-Board members and current project team members to assist in evaluating applications.

## Vice President of Operations

The backbone of Blueprint’s organization! You’ll keep everything running behind the scenes—taking meeting notes, managing our email and shared drives, and keeping our internal resources organized. If you’re detail-oriented and love keeping things efficient, this is your role.

### Responsibilities:

- **Gather Feedback for Improvement** – Collect input from students and nonprofit partners to identify areas where Blueprint can enhance its operations, projects, and overall impact.
- **Record & Organize Meeting Notes** – Take minutes during meetings and assist the President in converting them into actionable tasks.
- **Manage Blueprint's Calendar** – Keep the shared calendar updated with important meetings, events, and deadlines.
- **Maintain Internal Resources** – Organize and oversee Blueprint's shared Google Drive to ensure accessibility and proper documentation.
- **Oversee Password Management** – Manage the organization's Password Manager to ensure E-Board members have secure access to necessary services.
- **Ensure Information Consistency** – Coordinate with all E-Board members to streamline communication and ensure everyone has the resources they need.

## Vice President of Finance

Handle Blueprint's budget and financial matters, making sure we have the funds we need for projects and events. You'll manage funding requests, receipts, and liaise with the Student Government Association. If you're good with numbers and want to help Blueprint thrive financially, this is for you.

### Responsibilities:

- **Prepare & Submit Budgets** – Create an itemized budget each semester for SGA approval, covering event costs (food, drinks, supplies), operational expenses (AWS, Canva Pro, website domain), and promotional materials.
- **Handle Funding & Reallocation Requests** – Submit Additional Funding Requests (AFRs) or reallocation requests as needed.
- **Track & Submit Expenses** – Ensure all receipts and invoices are properly recorded and submitted to the SGA.
- **Advocate for Blueprint's Budget** – Justify funding requests and represent Blueprint at SGA budget meetings.
- **Manage Donations & Sponsorships** – Oversee incoming donations and sponsorship funds to support Blueprint's initiatives.
- **Ensure Financial Accountability** – Maintain Blueprint's good standing with the SGA and ensure E-Board members use the budget responsibly.

## Vice President of Marketing

Spread the word about Blueprint! You'll manage our social media, create content for blogs, and keep our community engaged. This role requires good communication with all of the E-Board. since you need to have a good pulse on what is going on throughout the organization. If you're creative and love storytelling, this role is perfect.

### **Responsibilities:**

- **Manage and Grow Blueprint's Online Presence** – Oversee Blueprint's Instagram, LinkedIn, and LinkTree to keep members and the public engaged.
- **Write & Distribute Communications** – Craft the weekly newsletter and send important announcements via Discord.
- **Design Promotional Materials** – Create flyers for events and General Body Meetings (GBMs), coordinating with the VP of Events to ensure accurate details and timely promotion.
- **Support Recruitment Efforts** – Work closely with the VP of Recruitment to market project team applications and attract new members.

## Vice President of Events

Bring Blueprint's events to life! You'll handle logistics, plan activities, and make sure our events run smoothly. If you love event planning and creating memorable experiences, this is the role for you.

### **Responsibilities:**

- **Plan and Execute Events** – Organize key events like Blueprint Grow and the Holiday Party, including creating slides and coordinating with the VP of Finance to ensure proper budgeting. Also feel free to come up with new events!
- **Create Event & GBM Schedule** – Draft a calendar of events and General Body Meetings (GBMs) for the E-Board to review and finalize.
- **Coordinate Event Staffing** – Recruit and assign volunteers for event roles, such as handing out food and managing check-ins.
- **Manage Room Bookings** – Handle event and GBM room reservations through Coursedog and Ducklink, working closely with the VP of Marketing to submit required flyers for approval.

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