Freshman Representative Checklist

- Freshman Representative Checklist

Freshman Representative Checklist

This Checklist is meant to provide Freshman Reps exposure to the different responsibilities of each E-Board Member.

Week 1:

- ☑ Elections
- ☐ Granting Access
    - ☑ Add to shared drive
    - ☑ Add to Ducklink
    - ☑ Add to "E-Board" role on Discord
    - ☐ Add to Instagram
    - ☑ Add to Wiki
    - ☐ Add to sit.blueprint@gmail.com
- ☑ Walk through writing the first Newsletter

Week 2

- ☑ Discuss and begin planning for Freshman Representative Initiatives
- ☐ Schedule 1:1's with remaining E-Board members
- ☑ Assist with event setup for "Welcome to Blueprint" if available

Week 3

- ☐ VP of Projects (Justin + Shawn)

Week 4

VP of Design (Sahana + Audrey)

- ☐ Figma Tutorial/Demo
- ☐ Shadow an internal design team meeting
- ☐ Observe a project team meeting

☐ Reflect in a 1:1 session

Week 5

☐ VP of Technology (Ezri + Miguel)

Week 6

☐ VP of Recruitment (Lucas) + VP Internal (Massimo)

VP Recruitment: NPO Recruitment practices, professional communication etiquette, Student evaluation process

This should take us to the first couple weeks of December!

VP Internal : Walkthrough of Duck Link, p card request, money allocation, also show who to reach out to when issues arise.