



Title: Director of Engineering Futures
Category: Program
Change Authority: Executive Council

Number: JD 01
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Position Summary

The Director of Engineering Futures (DEF), a volunteer Association Official of The Tau Beta Pi Association Inc., (hereinafter referred to as The Association), provides strategic and tactical leadership over the Engineering Futures Program.

The Engineering Futures Program teaches professional and leadership skills that engineering students will need to be successful in their careers.

The Association shall reimburse expenses incurred in performing the duties of this role including travel.

Duties and Responsibilities

- Negotiate annual Engineering Futures Program operating budgets with the Executive Council and manage expenses to remain within those budgets.
- Charter, with approval of the Executive Council, such committees of Engineering Futures Facilitators, as he or she deems necessary to manage the program most effectively, and recommend to the Executive Council members for those committees.
- Convene and facilitate meetings of chartered committees at various locations within the United States to develop strategic and tactical plans for the Engineering Futures Program and to establish policies for implementing those plans.
- Provide a state of the Engineering Futures Program address to the annual Association Convention.
- Work closely with The Association Headquarters liaison to ensure chapters, when they request sessions, are provided with Facilitators at the least cost to The Association.
- Monitor the performance of Facilitators via student participant feedback and take action, as appropriate, to ensure all Facilitators perform to the highest standards.
- As needed, participate in the evaluation and training of Facilitators.
- Represent the Executive Council at District Conferences as needed.
- Comply with all Association policies and procedures.

Qualifications and Experience

- Must be a member of The Association.
- Must be, or have served as, a Facilitator and must demonstrate appropriate familiarity and ability to effectively facilitate professional skills training of the type available through Engineering Futures.
- Having served as an Engineering Futures Facilitator for more than five years is highly desirable.
- Having served in a leadership or administrative capacity within the Engineering Futures program is highly desirable.
- Experience in project or organizational management is desirable.