

**THIS IS A SAMPLE OF THE TYPES OF COMMITTEE POSITIONS USED EACH YEAR**

<b>Position</b>	<b>Responsible Individual(s)</b>	<b>E-Mail Address</b>
District Leader		
Section Chair		
Student Section Advisor		
Student Section Chair		
MEDH		
SSC Senior Rep & SSA Programs		
SSC Junior Rep		
Staff Assistant, ASME Headquarters		

**CONFERENCE COMMITTEE CHAIRS**

**DO NOT CONTACT THESE INDIVIDUALS DIRECTLY**

**ALL CONTACT IS TO BE MADE THROUGH THE OVERALL CONFERENCE CHAIR**  
**WHO WILL IN TURN DIRECT THE INFORMATION OR THE REQUEST FOR**  
**INFORMATION OR SERVICES TO THE APPROPRIATE COMMITTEE CHAIR**

Overall Conference Chair		
Assistant Chair Other Activities		
Assistant Chair SPDC Activities		
❖ Student Activities List		
Lead Trainer		
Conference Treasurer		
Conference Registration Desk		
Pre-Conference Registration		
Communications Chair		
Fundraising - Host		
Job Fair/Exhibits Chair		
❖ Resume Book		
Discussion Panel Chair		
Spouse Program		
Hotel Coordinator		
❖ Room Set Up		
❖ Food		

❖ A/V Equipment		
Early Career Forum		
Contests & Competitions		
❖ Oral Contest		
❖ Poster Contest		
❖ Student Design Contest		
❖ Impromptu Design Contest		
GSTC Chair		
GSTC Liaison to District		