



TEAM 3737 OFFICER REQUIREMENTS

- Have been an active member in the Club for 6 months
- Adhere to Club codes
- Be ready to be a main representative for the Club
- Be comfortable speaking to students and adults about the Team
- Ensure goals and deadlines are met
- Have a broad grasp of all aspects of the Club
- Be a team player working together to unite the group
- Attend regular officer meetings
- Promote smooth running of the Club

OFFICER POSITIONS for 2023 - 2024 Season

- **TEAM CAPTAIN**
- **EXECUTIVE OFFICER**
- **OPERATIONS OFFICER**
- **RESOURCES OFFICER**
- **SAFETY OFFICER**



HEADS : MECHANICAL, PROGRAMMING, ELECTRICAL, SOCIAL MEDIA, SCOUTING, BUSINESS, MARKETING, COMMUNITY, TECHNICAL RECORDS, SPIRIT

Officers are responsible to oversee tasks in their area. Heads of various areas may be appointed during the season as needed.

OFFICER DESCRIPTIONS

TEAM CAPTAIN

- Leads business meetings and moderates debates
- Does not vote except in the case of a tie
- Uses gavel correctly
- Helps plan team activities
- Oversees all officers and committees
- Names Competition Robot
- Promotes Team locally
- Motivates Team and members to perform at their best
- Encourages student participation in the club
- Helps rookies assimilate
- Assists in planning teambuilding activities
- Encourages involvement in 4-H activities
- Understands robot game rules
- Encourages team to understand game rules
- Oversees Pit packing
- Helps to allocate positions at competition



EXECUTIVE OFFICER

This position is for past Team Captains or senior club members only

- Supports Team Captain
- Mentors department heads
- Covers for department heads as needed
- Connects with past team members
- Connects with other teams



RESOURCE OFFICER

Resource Officer oversees all aspects of the Club that are not related to engineering

- Keeps record of Club decisions
- Oversees all Resource heads
- Prepares for Impact Award
- Prepares for Woodie Flowers Award
- Prepares for Team awards at competitions
- Updates Team Book
- Works with Department Heads to ensure:
 - Preparedness for competition
 - Financial Stability
 - Prominent profile in community
 - Engaging presence on Social media
 - Healthy Team spirit
 - Preparedness for demos/camps



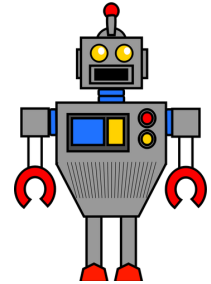
SAFETY OFFICER

- Reads and is familiar with *FIRST* Safety Manual
- Coordinates Safety Teaching for Club
- Creates and promotes safety culture
- Maintains Team Safety Equipment
- Monitors Safety during all meetings
- Works to ensure students pass necessary safety tests.
- Updates SDS book
- Prepares Safety items for Competition
- Maintains a safe pit environment
- Speaks to judges at Competition
- Oversees and uploads Safety Animation
- Oversees Safety pack out for Competition



OPERATIONS OFFICER

- Oversees mechanical, electrical, programming activities and training
- Oversees all Operation Heads
- Oversees all aspects of robot design and build
- Ensures completion of Engineering Notebook
- Ensures upkeep of Robot Log Books
- Prepares for Robot Awards
- Works with Department Heads to ensure timely:
 - Development of prototypes
 - Production of drawings
 - Communication of robot functionality to programmers
 - Development of test regimes
 - Procurement of components
 - In-house manufacture of parts
 - Sub-system assembly
 - Robot assembly
 - System evaluation



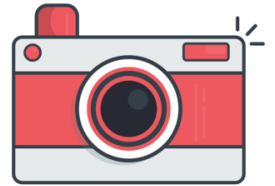
TECHNICAL RECORDS

- Prepares Bill of Materials (BOM)
- Keeps Robot LOG Books up to date
- Keeps running Engineering Inventory
- Oversees Engineering Notebook for Competitions
- Organizes equipment manuals
- Organizes training paperwork
- Organizes purchasing paperwork
- Helps to produce Pit packing lists



SOCIAL MEDIA HEAD

- Coordinates photography/video at the shop and at events
- Edits photos for publications
- Helps create Videos for team promotion
- Helps to post on Team social media



BUSINESS HEAD

- Reviews Team finances and accounts
- Understands team Sustainability and explains to judges at competition
- Signs reimbursement forms
- Helps to create annual budget
- Helps to create Business Plan
- Assists with grant writing & fundraising
- Keeps up with Sponsorship renewal
- Produces thank-you notes & letters
- Provides cost of items for Technical Records



COMMUNITY HEAD

- Helps organize STEM activities & Camps
- Coordinates Presentations & Demonstrations
- Helps coordinate Team socials & workshops
- Promotes FLL including FLL tournament
- Helps coordinate School & business visits
- Helps organize Community Service
- Updates online community spreadsheet
- Ensures creation of posters to advertise activities
- Helps organize activities with other teams



SPIRIT HEAD

- Prepares flags & banners and other Pit decoration
- Prepares all cheering items for competition
- Coordinates cheering at competition
- Ensures cheering items are kept organized in stand
- Prepares gifts for teams, judges, alliances at competition
- Prepares any team give-aways at competition
- Oversees button production
- Maintains Mascot costume
- Maintains/co-ordinates Team Apparel
- Maintains team name badges
- Oversee creation of team avatar
- Encourage t-shirt design proposals



MECHANICAL HEAD

- Oversees competition robot build
- Maintain demo robots
- Ensure mechanical workshop area is clean and tidy after each meeting
- Ensure mechanical tools are tidy and organized
- Ensure mechanical components are organized
- Ensure fasteners and supplies are organized
- Promote mechanical training
- Promote safe and proficient tool use
- Promote understanding of robot components
- Promotes CAD & 3D Printer training
- Oversees Mechanical pack out for Competition



MARKETING HEAD

- Updates Team Marketing Packet
- Helps prepare Raptor Report for Sponsors
- Creates publications for County 4-H
- Creates posters to promote team at events
- Helps create Videos to promote team to sponsors



PROGRAMMING HEAD

- Oversees programming equipment maintenance
- Ensure programming area is clean and tidy after each meeting and all computers are stored
- Ensures programming documentation (notes and changes) is maintained
- Oversees version history of code
- Knows version of code on robot
- Oversees Programming pack out for Competition
- Ensure radio is flashed at competition
- Ensure all Firmware electronics are updated
- Works with driver/operator to develop the control system
- Be award of game rules and strategy to influence autonomous code
- Stay connected to

In the loop on discord and chief Delphi—keep up with programming techniques - that teams are experimenting with—new systems



SCOUTING HEAD

- Clarifies rules & coordinates strategy for team
- Designs Scouting cards for competition
- Prepares summary scouting sheets for each competition
- Prepares pit scouting info sheet
- Co-ordinate scouters at competition
- Ensures scouting data is uploaded to computer
- Prepares scouting container for competition
- Keeps scouting materials organized in stands
- Helps prepare info sheet for drive team
- Helps prepare info sheet for Alliance Selection



ELECTRICAL HEAD

- Oversees electrical equipment maintenance
- Assists with electrical safety training
- Teaches and promotes proper use of electrical components
- Ensures organized electrical storage
- Ensure electrical workshop area is clean and tidy after each meeting
- Oversees wiring assemblies on robots
- Helps create wiring diagram
- Ensures correct labeling
- Oversees electrical pack out for Competition
- Brainstorms creative electrical projects
- Researches newly-approved electrical components



OFFICER APPLICATION FORM



All officer candidates go through an interview process
The best candidate for each position is appointed by a panel of mentors

NAME:

Years of involvement with FIRST: _____ Years of involvement with 3737: _____
Years of involvement with core club areas:

Mechanical _____ Electrical _____ Programing _____ Other _____ (please specify)

Past areas of leadership in the club:

Desired Position (circle all that apply) : *Team Captain, Operations Officer, Resource Officer, Safety Officer, Executive Officer, Heads: Mechanical, Programming, Electrical, Technical Records, Scouting, Social Media, Business, Marketing, Community, Spirit*

Greatest Achievement in the Club:

What are your reasons for wanting to become an Officer in TEAM 3737?

What is your greatest strength?

How will you improve the club as an Officer?

How will you promote leadership and responsibility within the club?