Leadership Roles and Responsibilities

E-Board

President
- Presides at General Meetings
- Responsible for General Conflict Resolution
- Informs Alumni Contacts
- Keeps up with EGC & SOE contacts
- Makes Material & Tooling Purchases
- Serves as Primary RFR contact
- Oversees Member Recruitment
- Oversees Anything Miscellaneous
- Schedules Drive Days
- Completes and Pays for Competition Registration/Housing
- Main Contact with Facilities Maintenance & REHS
- Insurance Waiver Forms
- Fire Extinguishers/Fire Safety
- Handles Chemical Disposal

Project Manager
- Presides at Subteam Leader/Design meetings
- Monitors Design Progress
- Cleans Out Dropbox
- Keeps Team Up to Date on Current File Revisions
- Makes sure Design model meets all FSAE rules/requirements
- Keeps Track of All Competition Deadlines
- Coordinates Subteam Leaders
- Resolves Conflicts between Subteam Leaders on Design Issues
- Makes Material & Tooling Purchases
- Creates Drive Day Testing Schedule

Team Captain
- Presides in Absence of President or Project Manager
- Keeps Track of All Competition Deadlines
- Monitors Progress of Business, Design, and Cost Reports
- Runs Drive Days – pre-drive day checks, course design, execution of testing, assigns role to new members
- Serves as Quality Control Manager of Manufactured Parts and Jigging to make sure they meet design specifications.
- Oversees new member education/involvement
- Maintains Machining Schedule (part, status, deadlines)
Treasurer
- Gathers Invoices & Receipts of Purchases
- Handles Reimbursements
- Manages Apparel
- EGC Funding Packet Applications
- Concession Stand Applications & Insurance
- Applies for SOE funding Requests
- Other Financial Applications
- Creates & Runs Fundraisers

EGC Rep
- Rutgers Day Plans
- Engineering Week Plans
- Informs E-board of EGC/SOE decisions affecting RFR
- Exam Excuse Letters for Michigan

Webmaster
- Regular Website, Twitter, Facebook Page Maintenance and Updates

Secretary
- Takes Notes at General Meetings and Types Up Notes

Shop Manager
- Makes sure all tools are in their place, manages shop cleaning, finds room for incoming shipments/material

Subteam Leaders

All Subteam Leaders:
- Facebook Group for each team
- Read and understand design rules for their subsystems
- Teach team members: car will come
- Run Weekly Meetings – have prepared projects/lessons/work to be done
- Must lead subteam from Sept-May
- Attitude: How can subteam finish projects, not how I can finish projects
- Keeps an eye out for 2nd Subteam Leader for January design
- Should be approachable for team members to ask questions and discuss projects
- If you don't know the answer, should be able to say so and look to resolve the question.

Chassis Team:
- chassis body
- cutting of chassis tubes
- jigging
- welding
- engine mounts
- makes sure all car systems are correctly packaged

Engine Team:
- Engine Maintenance
- Cooling System
- Exhaust/headers System
- Intake
- ECU fuel mapping
- Oil Pan
- Gas Tank
- Throttle/Gas Pedal
Electronics Team:
- Dashboard Display
- Wiring for all sensors & ECU system
- Wiring Harness

Controls:
- Steering Rack & Steering Wheel
- Brakes (discs, pedals, plumbing)
- Clutch
- Shifting
- Throttle/Gas Pedal

Composites Team:
- Bodywork & Molds
- Steering Wheel (if carbon-fiber)
- Floor
- Impact Attenuator
- Seat
- Firewall
- Headrest

Drivetrain Team:
- Differential
- Diff Mounts
- Axles/Boots
- Sprockets
- Hubs

Suspension Team:
- A-arms
- Pull/Push rods
- Shocks (mounting, specs)
- Toe/Camber Alignment
- Checks for Unfavorable Conditions (Bump Steer, etc.)
- Suspension Points
- Uprights
- Setup/Test/Tune on Drive Days

Business Team:
- Business Presentation
- Cost Report
- Marketing
- Recruitment material (videos/flyers)
- Maintains List of Sponsor Contacts
- Sponsor Packets
- Writes Newsletters

Everyone
- Contact Sponsors
- Tabs
- Machining of Parts
- Machine Training/Shop Safety