President
The President is responsible for overseeing the other officers as well as planning and conducting all meetings. The President is an ex-officio member of all committees. The President also acts as the representative of the society in correspondence with other chapters, organizations and faculty. Experience as a Tau Beta Pi officer is strongly recommended.

Vice President
The Vice President assists the President in overseeing the chapter's activities. The Vice President is responsible for reserving meeting rooms and in the President's absence, the Vice President is responsible for conducting meetings. The Vice President will interface with university faculty, staff and other student organizations. The Vice President serves as the chair of the Program Committee and shall have, as a special duty, the advancement of the technical and professional education of the active members. The Vice-President should have experience as a Tau Beta Pi officer and understand how the chapter functions.

Corresponding Secretary
The Corresponding Secretary serves as Secretary of the Advisory Board and is also responsible for filing all required reports with HQ.

Recording Secretary
The Recording Secretary keeps the roll and record books of the Chapter and the minutes of the Chapter meetings.

Treasurer
The Treasurer is responsible for day-to-day monetary transactions of the society. Along with the President, the Treasurer creates and administers the budget and submits the end of the year financial report. The Treasurer also works with the fundraising chair to coordinate money-making projects and is responsible for reimbursement of socials and service projects. The Treasurer also handles the remittance of fees to HQ.

Cataloger
The Cataloger is responsible for distributing and collecting the candidate catalog cards. The Cataloger is responsible for entering card catalog information into the online system and for maintaining those cards. The Cataloger keeps an up-to-date catalog of the active and alumnus members of the Chapter and the names of the officers of the Chapter, including the Advisory Board.

*Officer terms are for a full year, starting with installation after the spring induction ceremony.
Committees
Committee Chair terms are for one semester. The President appoints the chair and members of the committees.

Archives – members take pictures during events and assist the responsible officer with project reports. The archives chair (Historian) maintains all chapter project reports and, in collaboration with the Corresponding Secretary, compiles them into the chapter survey for submission to HQ.

Banquet/Awards – The Banquet Coordinator plans the end of semester banquet that directly follows initiation. The Banquet Coordinator reserves the location, prepares the program, finds and invites a guest speaker and plans the menu while working with the Treasurer to keep within budget. The Banquet Coordinator will also work with the Member Coordinator, Grad Coordinator, and President to determine the semester awards given at banquet. The Banquet Coordinator prepares the awards and works with the President to collect funds for the awards. The Banquet Coordinator also keeps track of all attendees and guests.

Communications & Public Relations – The Communications committee is responsible for creating and distributing all chapter announcements and flyers. The Communications Chair may serve as the Webmaster or may delegate this duty to a committee member. The Communications Chair is also responsible for notifying members and candidates of the time and place of each meeting.

Fundraising – The Fundraiser plans and organizes fundraising events and opportunities for the chapter. The Fundraiser may work with the Program chairs and the Membership Coordinator to plan some events and obtain candidate and member participation. The Fundraiser should also work closely with the Treasurer to determine the financial needs of the chapter.

Initiation – The Initiation Committee is responsible for planning the initiation ceremony at the end of each semester. The Initiation Chair will reserve the initiation room, assign roles to officers or members, test all required equipment and obtain any materials needed.

Membership (2) – The Membership Committee is responsible for the candidate election process. The Membership Committee will send out invitations to eligible students and will plan and execute one or more orientation sessions. The Membership Committee will work with the Social Activities Committee in planning a Candidate Mixer Activity, allowing the candidates to meet and socialize with current members. The Membership Committee will monitor the progress of the candidates in meeting their responsibilities to ensure the largest number of candidates may be elected to join the chapter. The Membership Chair will be the primary liaison between the candidates and the chapter. Assisting the Membership Chair will be the Graduate Coordinator, whose responsibilities will be to oversee the invitation of graduate student candidates and to assist the Membership chair in any other areas, as needed.

MindSET – The MindSET Committee is responsible for organizing, planning and conducting meetings and events associated with the MindSET K-12 Initiative.

Program (2) – The Program Committee is responsible for planning a variety of events and activities for the chapter. The two main goals of this committee will be (1) the advancement of the technical and professional education of the active members and (2) the provision of university and community service. For a very active chapter, this committee should be headed by co-chairs: a Professional Development Chair and a Service Chair.

Social Activities – The Social Committee is expected to plan, attend and complete chapter project reports for socials during the semester as well as order/bring food to all chapter meetings. The Social Chair works closely with the Treasurer to keep within budget and receive reimbursement. This position allows for creativity in planning various activities and events.