

ESAC Liaison Program

The mission of ESAC's liaison program is to provide a means of communication between the engineering organizations and ESAC. In order to create a more cohesive engineering community, each club under ESAC's umbrella will be assigned one board member that will act as a liaison between the club and the rest of ESAC board.

Board Member Liaison Responsibilities

- Responsible for 3 to 4 organizations in the Penn Engineering community
- At least 2 Coffee Chats every Semester
 - First Meeting within the First Month of the Semester
 - Second Meeting Before Reading Days
 - Fill out **ESAC Coffee Chat Evaluation - Board** at each Meeting
- Set up any other meetings as deemed necessary with individual clubs
- Responsive to all emails, concerns
- Outline all ESAC requirements, rules, procedures in the first meeting
 - Financial Procedures
 - Event Proposals
 - Event Evaluations
 - GBM Attendance Rules
 - Room Reservations
 - Display Case
- Compile Event Evaluations and send them to External Affairs Chairs at the end of the Semester

Organization's Responsibilities

- One consistent organization board member has to attend two mandatory coffee chats with Board Liaison
 - This Board Member must have been on the Organization's Board for at least one year.
- Relay any information from Liaison Meeting back to Organization's Board
- Fill out **ESAC Coffee Chat Evaluation - Organization** at each meeting
- Fill out Event Evaluations after each Event and email them to Board Liaison within one week of the event.
- Create, maintain and update an electronic file for each board position to pass down after each board transition
- Any inquiries related to funding, ESAC requirements, event planning and other concerns should be first relayed to the Board Liaison.
 - Do not contact PennESAC google group, easle or Sonya.