

Application for International Gas Turbine Institute Student Advisory Committee Secretary

To apply for Secretary of the Student Advisory Committee (SAC), please submit a resume or CV with this application via e-mail to the SAC at sac.igti@gmail.com by **May 20th, 2019**. If there are more than three applicants for this position, the current Student Advisory Committee officers will reduce the pool to no more than three applicants. You will be notified of the status of your application by June 3rd, 2019. An election with the full Student Advisory Committee will be held at the Annual Meeting at Turbo Expo (6:00-7:30 pm on Thursday, June 20, 2019).

Purpose

The Student Advisory Committee is responsible for representing the interests of students who attend TURBO EXPO and serves as a liaison to the IGTI. The Committee will engage students by creating student-oriented programming at TURBO EXPO, such as tutorial sessions and activities that facilitate student interaction and networking with IGTI professionals.

Duties of the Secretary

The Secretary is responsible for drafting all formal correspondence for the Student Advisory Committee. He or she will take notes at all meetings and is responsible for distributing the minutes after each meeting. Coordinate monthly SAC meetings. Keep track of action items. Highly involved in the SAC decision-making process.

Application

Date of application: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Telephone: _____

E-mail: _____

University: _____

Degree: _____ Major: _____

Expected Graduation Date: _____

Primary research area (i.e. turbine heat transfer): _____

Have you attended IGTI Turbo Expo before? Yes No

Please attach your resume or CV and answer each question below in 300 words or less (include responses in attachment if necessary).

1. Why would you like to be Secretary of the Student Advisory Committee? Please explain any ideas you have to improve the Turbo Expo experience for students.

2. What applicable qualities and experience do you have? Please mention any previous experience with the Turbo Expo conference and/or the Student Advisory Committee.

For the applicant:

I understand that if I am elected as Secretary of the IGTI Student Advisory Committee, I will be required to attend the Annual Meeting at ASME Turbo Expo, as well as participate in executive committee meetings (teleconferences) held throughout the year.

Signed: _____ Date: _____
Signature of Applicant

For the applicant's research advisor:

I understand that if _____ is elected as Secretary of the IGTI Student Advisory Committee, he/she will be responsible for participating in executive committee meetings (teleconferences) throughout the year and attending ASME Turbo Expo while he/she is Secretary (ASME will provide its standard travel reimbursement for travel to Turbo Expo).

Signed: _____ Date: _____
Signature of Applicant's Research Advisor