

# Application for ASME 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](mailto:sac.igti@gmail.com) by **May 20<sup>th</sup>, 2020**. 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 3<sup>rd</sup>, 2020. 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 25, 2020).

## **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