

Momentum at Purdue – Roles & Responsibilities Guide

Executive Officers (Elected Positions)

President

Overview:

The President serves as the chief executive and strategic leader of Momentum at Purdue, overseeing daily operations and ensuring cohesive collaboration across pillars and teams.

Key Responsibilities:

- Lead and set agendas for both general and officer meetings
- Oversee strategic planning, elections, and organizational growth
- Ensure all officers fulfill their roles effectively
- Serve as the primary liaison with Purdue, alumni, industry partners, and external stakeholders
- Approve major decisions, collaborations, and funding allocations

Attendance & Involvement Requirements:

- Mandatory attendance at all general and officer meetings
- Weekly office hours
- Participation in at least one Presentation Night per pillar

Treasurer

Overview:

The Treasurer manages Momentum's financial oversight, including budgeting, fund management, and record-keeping.

Key Responsibilities:

- Create and maintain budget plans, record donations/expenditures, and process reimbursements
- Coordinate budget allocations with Project Managers and Directors
- Ensure transparent financial practices and record-keeping
- Assist with logistics and documentation for events and projects

Attendance & Involvement Requirements:

- Mandatory attendance at all general and officer meetings
- Weekly office hours
- Participation in at least one Presentation Night per pillar

Vice President**Overview:**

The Vice President supports executive leadership—particularly the President—in organizational strategy, coordination, and conflict resolution as needed.

Key Responsibilities:

- Assist in strategic coordination across all pillars
- Support leadership continuity and decision-making processes
- Weekly Office Hours

Senior Officers (Appointed Roles)

Director of Engineering

Overview:

Manages engineering pillar operations, overseeing project quality and providing support to engineering Project Managers.

Key Responsibilities:

- Oversee all Engineering Project Managers (PMs)
- Organize pillar-specific workshops and technical events
- Monitor project alignment with educational and industry standards
- Serve as liaison for PMs with concerns or escalations

Attendance & Involvement Requirements:

- Attend all general and officer meetings
- Hold weekly office hours (TBD)
- Participate in Engineering pillar Presentation Nights and workshops

Director of Software

Overview:

Leads the Software pillar, ensuring high standards in software development, security, and scalability.

Key Responsibilities:

- Oversee all Software and Data Project Managers (PMs)
- Organize pillar-specific workshops and technical events
- Monitor project alignment with educational and industry standards
- Serve as liaison for PMs with concerns or escalations

Attendance & Involvement Requirements:

- Same for all directors

Director of Finance**Overview:**

Heads the Finance pillar, guiding financial projects such as fintech, financial modeling, or consulting initiatives.

Key Responsibilities:

- Oversee all Finance Project Managers (PMs)
- Organize pillar-specific workshops and technical events
- Monitor project alignment with educational and industry standards
- Serve as liaison for PMs with concerns or escalations

Attendance & Involvement Requirements:

- Same for all directors

Leadership Officers (Appointed Roles)

Project Managers (PMs)

Overview:

PMs take ownership of specific projects, leading teams within one of the three pillars and ensuring timely deliverables.

Key Responsibilities:

- Design project scope, timeline, and milestones
- Run weekly team meetings and delegate tasks
- Conduct any necessary team interviews or assessments
- Collaborate with Directors for support/resources
- Deliver end-of-semester project presentations

Attendance & Involvement Requirements:

- Attendance at all project meetings
- Participation in Presentation Nights (own pillar + at least one other)
- Attendance at officer meetings when needed
- Effective team management and communication with Directors

General Members (GMs)

Overview:

GMs form the core of project teams, engaging in hands-on work aligned with their interests.

Opportunities & Expectations:

- Assigned to a single project per semester
- Contribute meaningfully to project goals
- Attend at least 80% of project meetings
- Participate in presentations, workshops, and general meetings
- Optional: propose new projects or apply for PM roles
- Option to switch projects or pillars in future semesters

Chain of Communication

1. General Members → Project Manager
2. Project Manager → Pillar Director
3. Director → Vice President / Treasurer
4. Vice President / Treasurer → President
5. President → Faculty Advisor (if needed)