

## **Society of Women Engineers Mission**

Empower women to achieve full potential in careers as engineers and leaders, expand the image of the engineering and technology professions as a positive force in improving the quality of life, and demonstrate the value of diversity and inclusion.

## **Society of Women Engineers Vision**

A world with gender parity and equality in engineering and technology.

## **Society of Women Engineers Executive Council Roles**

### *Executive Council – Elected Positions*

#### **1. President (~3-5 hrs/wk)**

- a. Represent the section before the public and preside at meetings of the section and its executive council;
- b. Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee;
- c. Approve the appointment of all committee members, except the members of the nominating committee;
- d. Authorize the disbursement of section funds within the budget approved by the executive council;
- e. Be an authorized signatory on all section accounts; meetings;
- f. Review and approve the year-end section financial report;
- g. Provide oversight and guidance to the committee chairs as assigned, and perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.
- h. Section Reports & executive council meetings:
  - (1) Prepare & Host Leadership Meetings (1 hour monthly)
  - (2) Official Correspondence of Section to national - yearly

#### **2. Vice President (~1 hr/wk)**

- a. Assume the duties of the president if the president is temporarily unable to serve;
- b. Provide oversight and guidance to the committee chairs as assigned;
- c. Perform such other duties as may be assigned by the president, the executive council, or the governance documents;
- d. Nominate Members & Section for Awards

### **3. Secretary (~3 hrs/wk)**

- a. Maintain the records of the section;
- b. Provide oversight and guidance to the committee chairs as assigned;
- c. Perform other duties normally associated with the office of secretary or as may be assigned by the president, the executive council, or the governance documents;
  - (1) Maintain Bylaws & Procedures
- d. Send out meeting notices, minutes, updates to members (~monthly);
- e. The Secretary is also responsible for assembling the monthly email list of outreach and professional membership events to the distribution list;
- f. Keep current track & status of official members, regular attendees, and infrequent attendees;
  - (1) In charge of sign-in sheet & getting attendees contact info

### **4. Treasurer (~1 hs/wk)**

- a. Responsible for the collection, distribution, and safekeeping of section funds;
- b. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
- c. Submit a financial report to the Society in accordance with established procedures;
- d. Provide oversight and guidance to the committee chairs as assigned;
- e. Perform other duties normally associated with the office of treasurer or as may be assigned by the president, the executive council, or the governance documents;
- f. Responsible for creating, maintaining, and presenting budget to leadership team (template provided);
  - (1) Complete IRS Postcard & Finance Reports on time
  - (2) Set-up and oversee all PayPal/Square transactions

## *Committee Descriptions – Self-Nominated*

### **1. Outreach Chair & Committee Members**

- a. Plan, coordinate & organize events with local schools/organizations targeting Elementary, Middle & High School students.
- b. Determining event logistics: start & stop times, number of activities, activity locations, number of attendees, number of volunteers
- c. Selecting activities for outreach events

### **2. Collegiate Chair & Committee Members**

- a. Serve as the Collegiate Liaison, plan and organize events.
- b. Develop relationships with college SWE sections.

### **3. Professional Development Chair & Committee Members**

- a. Plan and organize professional development events for the membership and local professional community.
- b. Plan and organize technical meetings/tours for the membership and local professional community.
- c. Partner with other professional organizations to expose members to unique development opportunities.

### **4. Social Events Chair & Committee Members**

- a. Plan and organize social events that provide networking, interaction, and fun for all members.

### **5. Scholarship and Fundraising Chair & Committee Members**

- a. Plan and organize fundraising opportunities to support funding as need for the annual scholarship, Girls Engineer It Day, or other.
  - (1) Send thank you to benefactors and connect with Communications team
- b. Organize the scholarship: Send out applications, run committee to review applications and award the scholarship.

### **6. Communications Team & Committee Members**

Comprised of:

- **Website Chair,**
- **Social Media Chair,**
- **Secretary, (Elected from above section)**
- **Photographer &**

- a. Social Chair: Maintain and update all social media platforms (Twitter, Instagram, Facebook).
- b. Website Chair: Maintain and improve the website.
- c. Secretary: Create the Newsletter and send to the members monthly

- d. Photographer: Collect and take photos from SWE and community events  
This team works together to share the information and send it to the members in a timely manner.

**7. Membership Chair & Committee Members**

- a. Reach out to current, new, and potential members to:
  - (1) Educate them about SWE
  - (2) See where interests are and introduce them to members
  - (3) Send welcome emails, renewal reminders, and any other communication to help with retaining and gaining members to the section
- b. Plan member events with social chair.
- c. Coordinate with Secretary & President to keep current member list up to date each month.