

Officer Descriptions
Southwest Idaho Section
Society of Women Engineers
Last Updated: May 4, 2009

Table of Contents

1.0	President	2
1.1	Tasks	2
2.0	Vice President	2
2.1	Tasks	2
3.0	Secretary	2
3.1	Tasks	2
4.0	Treasurer	2
4.1	Tasks	2
5.0	Section Representative (COR)	2
5.1	Tasks	2
6.0	Scholarship	3
6.1	Tasks	3
6.2	Committee	3
6.3	Timeline.....	3
7.0	Collegiate Section Counselor.....	3
7.1	Tasks	3
8.0	Outreach	3
8.1	Tasks	3
8.2	Committee	4
9.0	Webmaster.....	4
9.1	Tasks	4
10.0	Programs	4
10.1	Tasks	4
10.2	Committee	4
11.0	Communications.....	4
11.1	Tasks	4
11.2	Committee	5
12.0	HP-SWE Programs.....	5
12.1	Tasks	5
12.2	Committee	5

1.0 President

The section President is responsible for the overall leadership of the section.

1.1 Tasks

- § Schedule officer meetings every 2-3 months or as needed
- § Plan an agenda for the officer meeting
- § Preside over all meetings
- § Communicate with officers on an ongoing basis
- § Inform officers of relevant national or regional matters
- § Represent SWE to the public in a professional manner
- § Prepare and submit section reports and other documentation to the Region

2.0 Vice President

The Vice President should assist the President as needed, and assume the President's responsibilities in case of her absence.

2.1 Tasks

- § Assist the President as needed

3.0 Secretary

The Secretary keeps records for the section.

3.1 Tasks

- § Take notes during Section and officer meetings
- § Distribute meeting minutes by e-mail or posted online after a meeting

4.0 Treasurer

The Treasurer maintains all financial records for the section.

4.1 Tasks

- § Maintain financial records for the section
- § Fill check requests as needed
- § Deposit incoming funds
- § Provide receipts to donors
- § Complete the Financial Report by July 30th
- § Make sure the section receives membership due rebates each year

5.0 Section Representative (COR)

The Section Representative is a liaison between section and Regional SWE leadership, and fulfills all Region Council duties.

5.1 Tasks

- § Participate in Region Council meetings, teleconferences, and e-mail correspondence
- § Represent the section to the Region
- § Attend the National Conference, or appoint an alternative to attend in their place
- § Assist the President with section reports and other documentation

6.0 Scholarship

The Scholarship Chair is responsible for the annual scholarship program. The scholarship program awards female women in Idaho scholarships to pursue an engineering college degree.

6.1 Tasks

- § Raise funds for the scholarship program
- § Notify school counselors and teachers in Idaho about the scholarship program
- § Collect scholarship applications by mail and/or e-mail
- § Scan and distribute scholarship applications to committee members for judging
- § Schedule a meeting to judge scholarship applications
- § Organize a reception event for the scholarship recipients
- § Coordinate with Treasurer to send scholarship checks

6.2 Committee

The Scholarship Chair should maintain a committee to assist with the various tasks. This committee should contain between 4-10 people.

6.3 Timeline

A general timeline of the scholarship program is described below.

Sept-Oct	Familiarize with scholarship program, requirements, deadlines, etc Update scholarship application and informational documents
Nov-Jan	Send letters to companies in Idaho requesting donations Follow up with phone calls and/or e-mail messages
Jan-Feb	Notify school counselors and teachers about the program by mail, e-mail, or phone
Feb-April	Collect scholarship applications as they arrive (Due March 31 st)
April	Distribute scholarship applications to judges Hold a judging meeting and decide on the winners
April-May	Inform applicants of the results Schedule a reception for recipients and their families Plan the scholarship reception
June	Hold the scholarship reception
June-July	Send checks to scholarship recipients

7.0 Collegiate Section Counselor

The Collegiate Section Counselor supports the local student SWE section(s).

7.1 Tasks

- § Communicate regularly with the collegiate section(s)
- § Attend collegiate section officer meetings and events when possible
- § Assist the collegiate section in completing their section reports
- § Coordinate joint professional and collegiate events

8.0 Outreach

The Outreach Chair is responsible for leading and recruiting volunteers for various K-12 outreach activities.

8.1 Tasks

- § Act as the primary contact for the section regarding outreach events
- § Inform the section about outreach volunteer opportunities

- § Provide leadership or assistance for the following annual activities:
 - Discover Engineering Day (February)
 - Science Olympiad (March)
 - E-Girls Summer Camp (June)
 - Women in Technical Careers Luncheons (Ongoing)
- § Continue looking for more outreach opportunities.

8.2 Committee

The Outreach Chair should maintain a committee to help plan and participate in outreach activities. The committee should contain at least 4 people and be as large as possible.

9.0 Webmaster

The Webmaster maintains and improves the section website.

9.1 Tasks

- § Monthly maintenance of the website, including
 - Calendar and event details
 - News and announcements
 - Publish the newsletter when available
- § Occasional updates to the website, including
 - Officer names and contact information
 - Scholarship documents
 - Volunteer opportunities
 - Relevant links or other SWE-related information
- § Apply for the SWE Award for the best professional section website
- § Make improvements to the website when possible

10.0 Programs

The Programs Chair is responsible for planning professional development, networking, or community service events throughout the year.

10.1 Tasks

- § Plan section events for every 1-2 months
- § Create a brochure with the schedule of activities for the upcoming year
- § Provide food and drinks at events when appropriate (paid by SWE)
- § Provide details to the Webmaster and Communications Chair for promoting the activity

10.2 Committee

The Programs Chair may choose to form a committee to help plan activities. Committee members may each lead a given activity, or can be assigned specific tasks (such as food, speaker, location, marketing, etc). The committee can be any size.

11.0 Communications

The Communications Chair is responsible for promoting SWE in the community and providing members with meaningful engineering-related information.

11.1 Tasks

- § Create a monthly or bi-monthly newsletter for the section
- § Create marketing materials for events, such as brochures, flyers, and invitations.

- § Maintain the section e-mail list on Google Groups
- § Create Press Releases when possible

11.2 Committee

The Communications Chair may choose to form a committee of any interested volunteers. Committee members might be assigned specific tasks, such as creating a press release, or creating invitations for an upcoming event. The committee may be any size.

12.0 HP-SWE Programs

The HP-SWE Programs Chair coordinates professional development programs at the Hewlett-Packard Boise site. This officer must be an HP employee.

12.1 Tasks

- § Hold two professional development activities per quarter
- § Lead committee meetings to brainstorm and plan events
- § Maintain an e-mail distribution list of all HP-Boise technical women

12.2 Committee

The HP-SWE Programs Chair should maintain a committee of HP employees to help plan and organize events. The committee should have at least 3 members.