# **PRESIDENT**

## Responsibilities

The president is the authorized leader of the Section.

## EXAMPLES OF DUTIES

* Represent the Section before the public.
* Preside at all meetings of the Section and the Executive Board.
* Appoint the chairs of committees, with the approval of the Executive Board, except the Chair of the Nominating Committee, who shall be appointed by the Executive Board.
* Authorize the signing of checks by the Treasurer.
* Coordinate all activities and execute the business of the Section between meetings.
* Manage the section strategic planning meetings.
* Assume all other executive duties not otherwise delegated.
* Oversees the Board of Trustees.
* Set a schedule and hold consistent officer meetings. A *face to face* meeting should be scheduled every 6-8 weeks
* Attend region leadership meetings
* Attend regional and national conference
* Prepare and submit section leadership roster to Region Governor and HQ
* Prepare and submit section Strategic Plan to Region Governor
* Prepare and file section annual report
* Prepare and submit quarterly reports to Region Governor

LEADERSHIP ROLES

* Oversee Executive Board

# **VICE-PRESIDENT**

## Responsibilities

The Vice-President shall assist the President on all duties and responsibilities in her absence or at her request.

## EXAMPLES OF DUTIES

* Perform any other duties assigned by the Executive Board
* Assist in managing the section strategic planning meetings
* Perform all necessary functions to help the section grow
* Assist the President with the following:
  + Set a schedule and hold consistent officer meetings. A *face to face* meeting should be scheduled every 6-8 weeks
  + Attend region leadership meetings
  + Attend regional and national conference
  + Prepare and submit section leadership roster to Region Governor and HQ
  + Prepare and submit section Strategic Plan to Region Governor
  + Prepare and file section annual report
  + Prepare and submit quarterly reports to Region Governor

LEADERSHIP ROLES

* Oversees Director of Professional Development

# **TREASURER**

## Responsibilities

Be responsible for the collection, safekeeping and distribution of all section funds

## EXAMPLES OF DUTIES

* Be responsible for the collection, safekeeping and distribution of all section funds
* Sign checks for the section as authorized by the President.
* Prepare, maintain and report as directed on the financial position of the Section in relation to the approved budget.
* Submit the Financial Report to the Society Treasurer at the end of the fiscal year.
* Serves on the Board of Trustees.
* Create annual budget for section (July/August)
* Provide an update of incomes and expenses at each officer meeting
* Post monthly budget update on Central Florida Section Planning community
* Prepare and file annual financial report (July)
* Collect monies and pay for expenses at each event/meeting
* Maintain tax exemption status (including IRS e-card filing by November 15)

LEADERSHIP ROLES

* Oversees the Fundraising of the Section and the Director of Membership Initiatives

# **SECRETARY**

## Responsibilities

Maintain Section records

## EXAMPLES OF DUTIES

* Record, prepare, maintain and distribute as directed the minutes of each meeting of the Section and or the Executive Board.
* Carry on the Section correspondence as requested by the Executive Board.
* Notify members of meetings, events, and other official section business.
* Send 'SWEekly' email to members
* Take meeting minutes at each officer meeting; post on Central Florida Section Planning community
* Summarize meeting notes and distribute to Executive Board
* Update mailing list with any new members from monthly membership roster
* Maintain section bylaws as necessary
* Follow-up evite responses

LEADERSHIP ROLES

* Oversees the Director of Diversity

# **SECTION REPRESENTATIVE**

## Responsibilities

Act as the official contact between the Region Council and the Section

## EXAMPLES OF DUTIES

* Vote for Section on all matters before the Region Council
* Represent the Section at the meeting(s) of the Region Council
* Report to the Section on matters reported by the Region Council
* Prepare and submit reports of Section activities as requested by the Region Governor.
* Maintain Section bylaws annually
* Be a knowledge source to the Section for governing policies and procedures
* Attend region leadership meetings
* Report to executive board any important region information
* Promote attendance to regional and national conferences
* Attend regional and national conference
* Advertise any available region positions to the section

LEADERSHIP ROLES

* Oversees the Director of Outreach

# **DIRECTOR OF DIVERSITY**

## Responsibilities

Organizes meeting and networking opportunities with local organizations

## EXAMPLES OF DUTIES

* Organize meetings and networking opportunities with local organizations
* Track membership-diversity related metrics
* Provide methods of recruiting and/or retention to enhance the Section’s diversity
* Provide regular communications of section meetings and events, while advancing the Society's objectives and Section goals (emails, newsletters, website, etc)
* Send news accounts of Section activities to the SWE Magazine
* Organize speakers, content and locations for all Diversity related events
* Book and confirm reservation at meeting locations
* Work with Communications Chair to create flyers and evites, as applicable
* Organize section kick-off (August/September)
* Organize local community service events
* Provide a sign-in sheet at each diversity event/activity

LEADERSHIP ROLES

* Oversees Communications Chair

# **DIRECTOR OF MEMBERSHIP INITIATIVES**

## Responsibilities

Maintain Section Memberships

## EXAMPLES OF DUTIES

* Maintain the official membership records of the Section
* Solicit potential members
* Assist prospective members in applying for membership in the Society
* Recruit corporate involvement from our local industry
* Influence higher grades of membership, including Life, Senior, and Fellow
* Identify eligible members for Fellow and Distinguished Service Society Awards
* Prepare Section Award submissions for Membership
* Reports to Treasurer
* Provide an update of membership numbers at each officer meeting
* Post membership roster monthly on Central Florida Section Planning community
* At each event/activity inform attendees 'About SWE'; create/update presentation; have a member talk about why they are in SWE
* Provide a new member packet to each new member
* Contact potential members within 1 week of them attending an event
* Contact dropped members to encourage them to renew (June and December)
* Provide an enticement at each event/activity (raffle, door prize, member gift) to attract new members and encourage current members to come out
* Work with UCF Section for membership upgrades (March-May)

LEADERSHIP ROLES

* Recruit new members and corporate involvement

# **DIRECTOR OF OUTREACH**

## Responsibilities

Responsible for the Section outreach activities

## EXAMPLES OF DUTIES

* Coordinate/Develop programs for K-12 students and educators, such as Girl Scouts, Certificates of Merit, Scholarships, Science Fairs, and FEEC
* Provide information on engineering careers for K-12 girls, their counselors, and parents
* Be point of contact, solicit volunteers, and work with coordinators on outreach events
* Prepare Section Award submissions for outreach
* Collaborate with Communications Chair and Webmaster to maintain all Section communications
* Provide a sign-in sheet at each event/activity
* Maintain list of SWE volunteers at outreach events
* Maintain list of non-SWE volunteers at outreach events
* Prepare outreach events promotion and invitations for webmaster
* Apply for PDG for funding for outreach events
* Survey students, counselors, and parents following each outreach event

LEADERSHIP ROLES

* Seek volunteers for outreach event requests

# **DIRECTOR OF PROFESSIONAL DEVELOPMENT**

## RESPONSABILITIES

Organize speakers, content and locations for all Professional Development related events. Assist Award Chair with Section Awards

## EXAMPLES OF DUTIES

* Professional Excellence
  + Encourage and assist members to establish goals for personal and professional achievement, and to attain high levels of education
  + Identify professional development topics and help recruit speakers
  + Identify and schedule industry and local interest tour opportunities
  + Prepare Section Award submissions for Professional Development
* Awards & Recognition
  + Identify award/recognition opportunities locally, and for Society awards
  + Assist members in applying for local and Society awards
  + Assist Directors in planning, writing, and submitting Section Awards
* Report to Section Vice-President
* Organize speakers, content, and locations for all PD related events
* Work with Communications Chair to create flyers and evites, as applicable
* Organize at least 2 professional development events during the year
* Provide a sign-in sheet at each professional development event/activity

LEADERSHIP ROLES

* Oversees Award Chair

# **COMMUNICATIONS CHAIR**

## Responsibilities

Works with Section Secretary

## EXAMPLES OF DUTIES

* Provide publicity to advance the Society’s objectives and Section goals
* Send news accounts of Section activities to SWE: The Magazine of the Society of Women Engineers and the All Together Monthly Newsletter
* Help to create flyers and publicize for meetings
* Create 'SWEekly' email
* Include meeting notices 3 weeks prior to each meeting
* Collaborate with Communications Chair and Webmaster to maintain all Section communications

LEADERSHIP ROLES

* Oversees Section Communications

# **AWARDS CHAIR**

## Responsibilities

Oversee Section award activities

## EXAMPLES OF DUTIES

* Submit New Faces in Engineering (E-Week) nominees (October)
* Submit Local Eweek Awards (December)
* Submit Regional Awards (December)
* Submit Society Individual Awards (March)
* Submit Society Section Awards (June)
* Coordinate Section awards with the Director of Professional Development

LEADERSHIP ROLES

* Outreach SWE members to promote professional excellence recognition

# **FUNDRAISING CHAIR**

## Responsibilities

Execute and oversee Section fundraising activities

## EXAMPLES OF DUTIES

* Maintain available merchandise on our website
* Solicit corporate sponsorships for events/activities, specifically outreach activities
* Solicit member sponsorships for events/activities, "cash for caring" type promotions
* Organize UCF/FEF Scholarship (February - March)
* Audit Treasurer Quarterly
* Prepare an activity report to be discussed at each Section meeting

LEADERSHIP ROLES

* Promote fundraising activities among professionals and at SWE events

**WEBMASTER**

## Responsibilities

Update and maintain the Section website

## EXAMPLES OF DUTIES

* Maintain website listing and contact information of current officers
* Ensure calendar is up to date with Section meetings and events
* Post descriptions and flyers of Section meetings and events
* Ensure website contains links to the Region and Society webpages
* Post member spotlights at least 3 times per year
* Post meeting and event photos on the website gallery
* Post volunteer and job opportunities as required
* Maintain archives webpage

LEADERSHIP ROLES

* Represent SWE

# **UCF COUNSELOR**

## Responsibilities

Serves as a liaison and as a source of information about SWE goals for UCF students

## EXAMPLES OF DUTIES

* To serve as a source of information about SWE and its goals.
* To act as a coach, role model, and source of moral support.
* To serve as a liaison between industry, the local SWE Professional Section and the Collegiate Section.
* To arrange plant tours and help locate speakers and donations from industry.
* To help the Collegiate Section in complying with both SWE and the school’s policies and procedures.
* To remain active for the entire year by participating in Collegiate Section meetings and special events whenever possible.
* To provide advice and suggestions on Collegiate Section activities.
* To review and sign the Annual and Financial Report for the Collegiate Section.
* To encourage the Collegiate Section to apply for SWE awards.
* To assist the Faculty Advisor with ensuring the Collegiate Section remains in good standing according to SWE bylaws.
* To encourage student attendance at Region Meetings, Region Conferences, and the Society Conference.
* To promote the benefits of SWE after graduation by way of upgrading.
* To attend Regional and Society SWE Counselor and Faculty Advisor meetings

LEADERSHIP ROLES

* Represent SWE