SWE Officer Roles and Responsibilities

## Elected Positions

## President -

* Represent the section before the public and preside at meetings of the section and its executive council;
* Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee;
* Approve the appointment of all committee members, except the members of the nominating committee;
* Authorize the disbursement of section funds within the budget approved by the executive council;
* Be an authorized signatory on all section accounts;
* Coordinate activities and execute the business and policies of the section between meetings;
* Coordinate the submittal of quarterly reports to the region representative;
* Submit the section annual report to the Society in accordance with established procedures;
* Review and approve the year-end section financial report;
* Vote on behalf of their section in accordance with Society and region bylaws and procedures;
* 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.

Vice President –

* Assume the duties of the president if the president is temporarily unable to serve;
* Provide oversight and guidance to the committee chairs as assigned; and
* Perform such other duties as may be assigned by the president, the executive council, or the governance documents.
* Assume role of planning conference travels
* Chair of the mentoring committee
* Make conference travel arrangements
* Serve as outreach coordinator and serve on all planning committees
* Serve as point of contact for corporate relations

## Secretary –

* Maintain the records of the section;
* Provide oversight and guidance to the committee chairs as assigned; and
* 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.
* Maintain the order and cleanliness of the SWE closet
* Responsible for recruiting volunteers for all events

Treasurer –

* Be responsible for the collection, distribution, and safekeeping of section funds;
* Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
* Prepare and file taxes on behalf of the section if necessary;
* Submit a financial report to the Society in accordance with established procedures;
* Provide oversight and guidance to the committee chairs as assigned; and
* 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.

Awards and Grants Chair – Assist president in applying for regional and societal SWE awards, SGA grants, and additional award opportunities throughout the year

Social Events Chair– work with Membership Chair to plan at least one “Welcome” event per semester to get to know freshman, new members, officers, etc.

Professional Development Chair – Plan professional development event(s); work with development office on sponsorship packet; work with companies to gain sponsorship, invite to meetings, plan field trips, maintain LinkedIn etc.

Membership Chair – Run EngineerFest and other recruiting events (University Welcome, student org fair, etc); host membership joining party to help complete societal membership; work with Social Events Chair to plan welcome events, maintain the membership tracking spreadsheet, work with VP on mentoring

Webmaster – Run twitter; run Facebook; run website; work with historian to upload pictures to website

Historian– Yearly scrapbook; responsible for pictures at professional development and outreach events; work with Webmaster to uploads pictures on website, facebook, twitter, make sure pictures are taken at events

Community service chair- responsible for organizing events such as relay-for-life, habitat for humanity build days, and other community service events

Fundraising chair- responsible for coordinating discount card sales, tshirts, and other fundraising events

Appointed Positions

* Girl Scout Day Chair
* Engineering Formal Chair
* Murder Mystery Lunch Chair
* 8th Grade Day Chair