



# **SWE LEADERSHIP POSITIONS**

**2017-2018**

# OFFICER POSITIONS AND DUTIES

## **PRESIDENT**

- General supervision over the affairs of the chapter
- Preside over chapter meetings & officer meetings
- Represent the chapter at region and national levels
- Assume responsibility for the chapter and its activities
- Liaison between officer and advisor or region

## **VICE PRESIDENT**

- Assist President in decision making
- Monitor chapter activities and committee accomplishments
- Be available to all officers and chapter members in need of assistance

# OFFICER POSITIONS AND DUTIES

## CONFERENCE RELATIONS CHAIR

- Book hotel
- Assist in travel arrangements
- Communicate with faculty advisor for additional funding and insurance
- Obtain insurance/ other info from all conference attendees
- File and Fill out ASG conference registration funding paperwork
- Register SWE attendees who receive funding

## DEVELOPMENT CHAIR

- Manage Membership Manager and Product Development Manager
- Perform duties of President if President and E.VP are absence
- Prepare a budget for each semester
- Prepare budget summary at the end of each semester
- Take charge of all receipts
- Properly fill out and submit RSO funding

# OFFICER POSITIONS AND DUTIES

## COMMUNICATIONS CHAIR

- Coordinate all publicity-related efforts
  - Designs and Sends Emails
  - Flyer design or approval of design
  - Makes sure website is current
- Ensure timeliness and accuracy of all social media
- Finds interactive ways to reach out to students and members

## OPERATIONS CHAIR

- Coordinate and oversee meetings and events focusing on professional development and networking
- Contacts event speakers
- Ensure proper refreshments are provided at all events
- Ensure proper equipment and supplies are available at all events
- Room reservations

# OFFICER POSITIONS AND DUTIES

- Membership Manager
  - Track attendance, provide sign-in links/sheets at events, recruit national members, coordinate membership drives, keep a membership points, plans social events to stimulate membership growth
- Product Development Manager
  - T-shirts, stickers, mugs, and other product design; in charge of transactions; maintain an inventory of SWE products; report all projected purchases to the Development before purchasing is done;  
Orders graduation cords
- Outreach Specialist 1, 2
  - Organize community service events or STEM related activities for students in the area

# OFFICER POSITIONS AND DUTIES

- University Relations Coordinator
  - Represent SWE on the ESC board; liaison with other student organizations, alumni, and faculty; properly fill out and submit RSO applications (registering and detailed account of chapters expenditures at the end of each semester); keep record of current and future contacts for each RSO and department
- Secretary
  - Write a summary of each SWE event; takes minutes at officer meetings; monitors SWE email
- IT Manager
  - Maintain, monitor, and update the chapter website; maintain and organize the SWE Officer Google Drive; Maintains social media accounts



# HOW TO BECOME AN OFFICER

2017-2018 OFFICER ELECTIONS

# SWE OFFICER REQUIREMENTS

- CUMMULATIVE GPA: 3.25
- Must be a full-time student
  - Exceptions limited to the last semester of degree completion
- Preferably no absence throughout the year due to co-ops or studying abroad
- Must be or become a National SWE Officer



# TIMELINE

- Apply to be an officer Monday, March 27<sup>th</sup> – Monday, April 3<sup>rd</sup>  
– (application will close at 11:59pm on Monday, April 3<sup>rd</sup>)
- Voting will take place Wednesday, April 5<sup>th</sup> – Thursday, April 6<sup>th</sup>  
– (voting will close at 11:59pm on Thursday, April 6<sup>th</sup>)
- New officers will be emailed Monday, April 10<sup>th</sup>



# QUESTIONS?

JESSICA MONTGOMERY

2016-2017 SWE PRESIDENT

[JLM059@UARK.EDU](mailto:JLM059@UARK.EDU)