
CSU SOCIETY OF WOMEN ENGINEERS: OFFICER ROLES AND RESPONSIBILITIES

President

Roles and Responsibilities

- Verify that the section remains in good standings with the National organization.
 - Participate in all required activities by national and regional headquarters such as conference calls held by the Region Collegiate Representative.
 - Verify that by-laws are up to date and the National Committee has approved them.
- Organize and run the meetings.
- Keep the society on task by delegation of responsibilities.

Vice President

Roles and Responsibilities

- Assume all the responsibility of the President when the President is unavailable.
- Recruit speakers to fill meeting schedule beyond employers.
- Make room reservations for all general meetings and executive board meetings.
- Fill out SLICE application to maintain status as a student organization.
- Request funding for National Conference from SLICE.
- Oversee all travel arrangements organized and carried through by the Treasurer.

- Pre-approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor.

Secretary

Roles and Responsibilities

- Keep the meeting minutes and post them on the website or via e-mail.
- Take attendance at all meetings and events.
- Write thank you letters for sponsorship and guest speakers.
- Write all reports required by the regional and national headquarters (coordinating with the section president).
- Distribute mailings throughout term including but not limited to, the employer invitation to engage letter written by the Fundraising Coordinator at the beginning of term, the Freshman Welcome Letter written by the Membership Coordinator and semester newsletters produced by Publicity Coordinator.
- Coordinate with Activities Coordinator and President to prepare for Evening with Industry including but not limited to: typing student attendee's information into electronic spreadsheet, making student nametags, making employer nametags, sending confirmation emails to employers, writing thank you letters to sponsors, and oversee taking attendance at Evening with Industry.
- Assist President in writing, submitting and making amended changes to Section Bylaws and Constitution when necessary.
- Pre-approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor.

Treasurer

Roles and Responsibilities

- Obtain all monthly account statements and reconcile all SWE accounts each month.
- Create budget and reconcile expenses and donations for the year as well as for each individual event.

- Fill out all documentation for the Engineering Business Office.
- Plan all travel arrangements under supervision of Vice President in conjunction with the Engineering Business Office.
- Submit financial statements to regional and national headquarters.
- Reconcile tickets sold and cash box for Evening with Industry weekly (during ticket sales period) and make final deposit to Engineering Business Office upon completion of ticket sales.
- Bring cash to pay for bill at Evening with Industry and return extra money to cash box after event
- Pre-approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor.
- Cannot be a May graduate during the time of office, December graduates are acceptable.

Fundraising Coordinator

Roles and Responsibilities

- Write annual employer invitation to engage letter at the beginning of term (working closely with the College of Engineering development office).
- Interact with company representatives to work closely together to sponsor events
- Coordinate any non-corporate fundraising activities as requested by a 2/3 majority vote of officers during the term. Fundraising activities will be on an as needed basis.
- Acquire company sponsors for Evening with Industry preferably before the semester, if they have not already volunteered. Actively seek corporate support for all activities.
- Pre-approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor.

Publicity Coordinator

Roles and Responsibilities

- Make sure all events are publicized on the SWE white board.
- Effectively advertise Evening with Industry and other section events using flyers, e-mail lists, posters, etc.

- Update SWE website.
- Create, at the end of each academic semester, a one page newsletter highlighting SWE section activities to be distributed by the Secretary to companies and other affiliates.
- Pre-approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor.

Outreach Coordinator

Roles and Responsibilities

- Organize at least one outreach activity per semester.
 - A proposal of outreach activity(s) must be presented at the second officer meeting of each academic semester.
 - Outreach activity(s) presented at officer meeting must be approved by a 2/3 majority vote of officers during the second officer meeting of each academic semester.
 - If none of the proposed activities are voted for by a majority, fundraising coordinator will have one week to propose a new activity or alter their current proposal.
- Develop community relationship by working closely with the strategic communication director for the College of Engineering and WMEP coordinator.
- Pre- approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor

Activities Coordinator

Roles and Responsibilities

- Organize Evening with Industry and/ or other career fair related activities.
- Coordinate plant tours.
- Organize any SWE activities other than meetings.
- Order all food for SWE meetings while maintaining close communication with Treasurer in regards to budget and receipts of purchase.

- Pre-approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor.

Membership Coordinator

Roles and Responsibilities

- Work closely with the Strategic communications director for the college of engineering and the WMEP office to recruit membership within Colorado State University.
- Organize the first year women's welcome event.
- Advertise SWE at the College of Engineering Student Organization fair as well as other University opportunities that become available.
- Organize an annual WMEP open house.
- Help students fill out national membership applications.
- Pre-approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor.
- Develop spread sheets to organize *membership* retention numbers (statistics)

Engineering College Council (ECC) Representative

Roles and Responsibilities

- Request funding from ECC for SWE sponsored activities including conferences.
- Consistently attend both ECC and SWE meetings and inform both sides of activities and news.
- Help with E-days events including, but not limited to: organizing volunteers and planning one activity as directed by the Engineering College Council.
- Pre-approve and discuss any absence from a SWE meeting and/or activity with the President and Faculty Advisor

