University of Kentucky Society of Women Engineers Officer Positions

*The following document outlines the duties and responsibilities for each University of Kentucky Society of Women Engineers Officer Position.*

**List of Officer Positions**

- President
- Vice President
- Treasurer
- Secretary
- Outreach Chair
- Outreach Committee Members (x2, Elected in the Fall)
- Freshmen Sleepover Co-Chairs (x2, Elected in the Fall)
- Career Fair Chair
- Career Fair Co-Chair
- Leaders & Learners Co-Chair (Elected in the Fall)
- PR Chair
- PR Co-Chair (Elected in the Fall)
- Evening With Industry Chair
- Conference Chair
- Conference Co-Chair

**General Officer Responsibilities and Skills**

**Skills**

- Superb Communication Skills
- Work well on teams
- Ability to keep commitments

**Responsibilities**

- Represent the University of Kentucky Society of Women Engineers positively both on and off campus
- Become and/or remain a registered Society member
- Attend all applicable meetings
- Thoroughly document all work and best practices
- Attend officer transitions
- Perform all outlined duties, and if unable, find a suitable and appropriate replacement
- Sign an agreement that you will perform your duties the best to your ability
President
Commitment

Responsibilities
1. Run meetings and email member list with a reminder & summary of each member-wide meeting
2. Update SWE emailing list
3. Assist with all officers and events by monitoring timelines of all events to ensure they are moving forward
4. Register for and attend campus recruiting events in the fall, including Campus Ruckus & Engineering Organization Fair
5. Attend Region G Leadership Summit, Annual & Regional Conferences
6. Arrange and lead officer meetings
7. Fill out Annual Regional and Society Awards packets
8. Complete Annual Society paperwork by end of spring semester
9. Prepare and submit quarterly SWE reports
10. Update officer positions and clarify expectations
11. Plan transition meeting for all new and old officers by end of spring semester
12. Stay in contact over the summer with Advisor & officers to plan for the year
13. Re-register SWE as an organization on OrgSync each summer
**Vice President**

**Commitment**

**Responsibilities**
1. Arrange speakers for each meeting at least a month in advance
2. Contact the Dean in the summer to speak at “A SWEet Welcome”
3. Attend Region G Leadership Summit, Annual & Regional Conferences
4. Head coordinator of Leaders & Learners Program
5. Promote and help new members with member registration
6. Help President complete Annual Society paperwork
7. Assist with all officers
8. If the president is unable to...
   1. Complete her/his term, VP will step in as president
   2. Attend an event/meeting, VP will organize and run event/meeting
Treasurer

Commitment

Responsibilities

1. Create a detailed annual budget
2. Keep track of expenses
3. Complete reimbursement forms
4. Work with each event chair to:
   1. Create a budget at least one month in advance of each event
   2. Update the budget within a month after the event
5. Help complete Annual Society paperwork
6. Present annual finances to SWE officers once per year
7. Become familiar with the roles of PR Chair, Co-Chair, and Evening with Industry, stay updated with the progress of each, and ensure each is successful
Secretary

Commitment

Responsibilities

1. Record meeting minutes at every officer meeting and officer elections
2. Record number of participants at each meeting/event for reporting
3. Create and update monthly calendars
4. Reserve rooms for meetings and events
5. Order and pick up food for member-wide meetings
6. Arrange for food to be brought/bought for “A SWEet Welcome”
7. Work closely with Treasurer to create a meeting food budget
8. Become familiar with the roles of Conference Chair and Co-Chair, stay updated with the progress of each, and ensure each is successful
9. Attend monthly Engineering Student Council meetings and report back to officers
10. Write thank you notes to all meeting speakers
Public Relations Chair and Co-Chair

Commitment

Responsibilities
1. Constantly update social media pages with new events, pictures, recognitions, and articles
   1. OrgSync
   2. Facebook, Twitter
   3. Website
2. Create & post flyers for all meetings and events (RGAN, FPAT, shadowbox, email to WG3), as well as remove flyers after events
3. Promote all events by working with event chairs to create a PR Plan (what to make, timeline, where to promote)
4. Take pictures at all SWE events and gather pictures from other members to store on Google Drive
5. Update SWE table display in the summer
6. Place and remove SWE tabletop exhibit and yard signs before and after each SWE meeting
Evening with Industry Chair

Commitment

Responsibilities
1. Coordinate with Career Fair Chair to call companies in summer for registration
2. Work closely with Treasurer to create a budget
3. Print envelope stickers & coordinate with Dean’s Secretary for registration fee collection
4. Promote event by visiting senior classes by major
5. Work closely with PR chair to promote
6. Plan food for the event
7. Print name tags for employers and attendees
8. Order more major flag stickers if the collection is low
9. Organize volunteers
Career Fair Chair and Co-Chair

Commitment

Responsibilities

1. Coordinate with EWI Chair to call companies in summer for registration
2. Work closely with Treasurer to create a budget
3. Work closely with Advisor and Career Center to plan details and venue
4. Organize student volunteers
5. Work closely with PR chair to promote
6. Order more employer flag stickers if the collection is low
7. Arrange set-up and tear-down of the fair
Conference Chair and Co-Chair

Commitment

Responsibilities
1. Plan both the Fall Society Conference and Spring WELocal Conference
2. Work closely with Treasurer to create and maintain a budget
3. Work with President to decide number of SWE members that can attend based on budget
4. Prepare Conference participation requirements and communicate
5. Provide makeup work for participants that cannot volunteer at the career fair
6. Verify all participants meet the requirements
7. Help coordinate travel, hotel rooms, and Conference registration
8. Host an interest session for those wanting more details
9. Plan interview/resume preparation for attendees
10. Create a detailed itinerary to distribute at Conference meeting the week before
11. Make dinner reservation and invitation for joint dinner with Bluegrass SWE on Friday of Conference
12. Plan the Saturday free day of the Society Conference
13. Reserve hotel rooms for the next year’s Society conference around November
Outreach Chair

Commitment

Responsibilities
1. Meet regularly with Outreach Committee Members to discuss ideas and divide tasks
2. Work closely with Treasurer to create and maintain event budgets
3. Work closely with PR Chair to design flyers and utilize social media
4. Organize and delegate planning of the SWE Shadowing Program
5. Organize and delegate planning of the SWE After School Program
6. Outreach event each semester, in addition to GEMS and E-Day
7. Coordinate SWE Girl’s Day in the spring along with the President
8. Collaborate with campus organizations, especially within engineering, for joint outreach events
9. Promote SWE Next through UK’s outreach events
10. Log all events into the SWE Outreach Metric Tool
11. Encourage outreach opportunities on campus and in the local community that UK SWE members can volunteer for
Outreach Committee Members (x2)

Commitment

Responsibilities
1. Plan and organize E-Day and SWE Bowl (one per member)
2. Plan and organize both the SWE Shadowing Program and the SWE After School Program (one per member)
3. Work under the Outreach Chair to accomplish all Outreach Goals
Leaders & Learners Co-Chair

Commitment

Responsibilities

1. Work closely with the Vice President on Leaders & Learners events
2. Brainstorm Event Ideas
3. Assist with the execution of Leaders & Learners events
4. Ensure plenty of opportunities for SWE members to get to know each other
Freshmen Sleepover Co-Chairs

Commitment

Responsibilities

1. Make connections with incoming female engineering freshmen
2. Organize and execute a weekend summer sleepover for the incoming female engineers
3. Contact local professionals to form a professional panel for the event
4. Organize all meals for the sleepover
5. Reserve space and lodging for the event
6. Prepare fun activities and get-to-know-you games for the girls
7. Lead a student panel for the event where the girls can get a better understanding of student life