



SWE OFFICER & CHAIR DESCRIPTIONS 2012-13

Executive Officers

(should currently serve as an officer or chair; must attend both officer meetings and weekly executive meetings)

President

- Represent the section before the public and preside at meetings of the section and its executive council
- Authorize the disbursement of section funds within the budget approved by the executive council
- 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
- Perform other duties normally associated with the office of the president or as may be assigned by the executive council or the governance documents (including but not limited to being the voice for SWE within the College of Engineering, advocating for all section members, and being available to take on issues should they arise throughout the year)
- Plan the fall and spring officer retreats including but not limited to officer training
- Coordinate UCB's participation in the Societal and Regional Conferences
- Attend all Societal and Regional Conferences, including the SWE business meetings at the conferences
- Plan and execute officer transitions

Vice President

- Fills in/provides support for the President
- Responsible for general meetings: plans meeting activities, coordinates officer tasks at the GMs, orders food, and buys speaker gifts if necessary
- Oversees Social, Intersocietal, Career and Collegiate Development, and Membership Officers by helping them stay on top of their events and getting them the resources they need
- Delegates and/or takes on duties not specified by other officer positions

Vice President of Outreach

- Oversees, advises, and assists the Elementary Outreach Officer and the Middle and High School Outreach Officer

- Handles reimbursements for outreach (takes receipts from chairs and gives them to Treasurer, delivers reimbursement checks to chairs)
- Takes care of administrative issues in outreach as necessary, and/or directs the outreach officers/chairs to the appropriate people
- Attends outreach activities when possible and necessary
- May implement new programs under the appropriate outreach officer

Vice President of Corporate Relations

- Acts as liaison between companies and SWE: informs the President/V.P. when companies want to give out scholarships and contacts the Treasurer if companies want to sponsor SWE
- Sets up info sessions (get Secretary to reserve room, contact PR for flyers, order food and utensils, advertise, etc.) and be there before, during, and after the event in case questions or concerns arise
- Responsible for organizing SWE's participation in the January Diversity Career Fair
- Supervises Career Director and works closely with Evening with Industry Coordinators to ensure EWI, our biggest event of the year, is a success

Secretary

- Takes minutes at all executive and officer meetings
- Responsible for reserving rooms for all SWE activities
- Maintains the records of the section such as receiving mail and taking attendance at activities and meetings
- Oversees the Webmaster and Public Relation(s) officer(s) and helps them get the resources they need to be successful
- May implement new programs and assist other execs as needed

Treasurer

- Responsible for the collection, distribution, and safekeeping of section funds
- Prepare and file taxes on behalf of the section if necessary
- Monitors yearly/activity budgets and reimbursements
- Monitor corporate donations and send out invoices to companies to make sure the money gets to us in a timely manner
- Coordinate with the Associate Treasurer to write grants and fill out annual financial reports for EJC, ASUC, and other agencies including but not limited to SWE and corporate companies

Officers

(one person, or two as noted, per position; no previous experience necessary; must attend officer meetings every other week)

Webmaster

- Updates and maintains website
- Responds in a timely manner to requests for website updates and changes
- Has the option to add to the current design of the website or redesign it
- Assists with setting up websites for large events, such as EWI, New Admit Overnight Host Program, or outreach activities

Public Relations

- This position offers a great opportunity for using your creativity to try and come up with untapped publicity mediums to help inform SWE members of all the wonderful events that are held throughout the year
- Publicity including flyering, tabling, weekly emails, creating newsletters for GMs and alumni, chalking, and creating promotional videos
- In charge of a PR committee to help them with all of the above (have committee members in charge of GM newsletters, Alumni newsletter, videos, scrapbook, etc)
- Helps SWE keep a positive presence on campus and helps maintain member retention and recruitment
- Documents events for scrapbook, maintains Google Doc of SWE events for end of year awards, collects photos from events and submits them to webmaster, compiles event write ups for national SWE publications

Social

- Plans and implements 5-10 social events per semester
- Oversees the social committee as well as chairs for events
- Works with intersocietal officer to maintain SWE's social presence in the engineering community

Intersocietal

- Acts as liaison between SWE and other campus communities
- Plans and implements 3-8 intersocietal events per semester
- Builds philanthropy opportunities within SWE by coordinating with other engineering philanthropy societies
- Coordinates SWE's participation in E-Week (spring)
- Attends all Engineering Joint Council meetings (once a month)
- Works with social officer to maintain SWE's social presence in the engineering community and oversee the social committee

Elementary Outreach

- Appoints and oversees chairs for: SWE Science Saturdays (at least 3 per semester, preferably more), Engineering 4 Kids, TechBridge, and other events SWE hosts or participates in
- Monitors adherence to budget for the events
- Assists chairs in planning, finding volunteers, contacting students/parents/schools, gathering supplies, and anything else the chairs might need help with
- Holds bi-weekly (or, as-needed) elementary school outreach meetings for chairs and interested SWE members to discuss upcoming events: planning programs, activities, volunteers, etc
- Attends all elementary school outreach activities (as possible)

Middle and High School Outreach

- Appoints and oversees chairs for: Mini University, Expanding Your Horizons, Have No Fear Engineer, Junior Solar Sprint Challenge, SWE Science Scholars, and other events SWE hosts or participates in
- Monitors adherence to budget for the events
- Assists chairs in planning activities, finding volunteers, contacting students/parents/schools, gathering supplies, and anything else the chairs might need help with
- Holds bi-weekly (or, as-needed) middle and high school outreach meetings for chairs and interested SWE members to discuss upcoming events: planning progress, activities, volunteers, etc
- Attends all middle and high school outreach events (as possible)

Evening With Industry Coordinators (2 officers)

- Work with the VP-CR to plan an off-campus networking event in the fall for about 150 students and 50 company reps that includes dinner, guest speaker, and career fair
- Lead a committee to help with all aspects of the planning process (programs, decorations, swag, publicity, etc.)
- Manage finances: maintain event budget and work with Treasurer and VP-CR to make sure money from the companies gets to us in a timely manner.

Associate Treasurer

- Helps Treasurer maintain SWE's overall budget
- Writes funding grant proposals for engineering departments, ASUC, EJC, Societal SWE, and other agencies
- Meets with Treasurer on a regular basis to ensure all of SWE's financial aspects are in order
- Preferably interested in becoming Treasurer the following year

Career and Collegiate Development Director

- Plan Specific Events (2)
 - Plans the Etiquette/Resume Workshop (within one week of EWI) and coordinates with the EWI Chairs to advertise it to EWI participants (Fall)

- Coordinate the Collegiate Leadership Coaching Committee (CLCC) Leadership Summit at Berkeley (Fall)
- Plan Other Career Development Events (2-3)
 - Plans a development workshop of your choosing for the Spring semester
 - Coordinates with a local professional section (perhaps through our section's councilor) to put on an event
 - Coordinates events with GWE (Graduate Women In Engineering) to increase academic awareness
- Organizes internships and scholarships sent to the SWE email account and works with Webmaster to post info on the website and on an insert in the GM newsletter
- Coordinates scholarships for EWI (work with EWI Coordinators and VP-CR)

Membership Director

- Plans the Incoming Student Social over the summer for the first week of school in the fall semester
- Plans the end of semester member banquets (Fall and Spring)
- Organizes attendance sheets, tallies attendance, and maintains the Silver, Gold, and Bronze membership status program
- Plans the New Admit Overnight Program (Spring) and coordinate with the COE
- Works with COE to put on any women and engineering-related programs, should they arise
- Take on other membership tasks as they arise

Chairs

(in charge of organizing individual events/activities; welcome, but not required, to attend officer meetings)

Public Relations Chairs:

Alumni

- Creates and maintains an alumni database, communicates with alumni
- Sends out newsletters (once every other month) to inform alumni of UC Berkeley SWE's events and achievements.
- Attends PR committee meetings and works with Collegiate Development Director to get alumni to attend workshops.

GM Newsletter

- Works with PR officer to write the articles for the GM newsletter and design the layout

Historian

- Creates a scrapbook each semester to document SWE's activities
- Maintains photo albums (online and physical)
- Encourages picture-taking and other documentation at events

Video

- Creates videos to be shown at SWE General Meetings
- Can help create SWE music video if desired

Corporate Relations Chair:

Shadow an Engineer *(Spring)*

- Organize externships for engineering students over Spring break
- Contact companies to participate in the program
- Match students with companies

Outreach Event Chairs:

Mini University (2 chairs) *(Spring)*

- Organizes Mini-University, a "day in the life" of a Berkeley engineering student for low-income high schoolers in the Bay area
- Contact clubs and professors to host activities and tech talks for the students
- Recruit SWE members to volunteer as hosts and helpers during the day

Expanding Your Horizons *(Fall or Spring)*

- Work with local EYH chapter (<http://www.expandingyourhorizons.org/>) to plan a day-long engineering program with middle school girls

Have No Fear Engineer *(Fall)*

- Organize engineering activities with local Girl Scouts chapter hosted at UC Berkeley

Junior Solar Spring Challenge *(Spring)*

- Organizes Junior Solar Sprint Challenge, a middle school design competition of solar cars

Engineering 4 Kids *(Spring)*

- Attend E-Week planning committee with Engineering Student Council (ESC)
- Organize the SWE activity for Engineering for Kids Day and recruit volunteers