

## **2013 Spring SWE Handbook and Retreat Guide**

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Endicott House, MIT

Saturday, February 15<sup>th</sup>, 2013

## Schedule

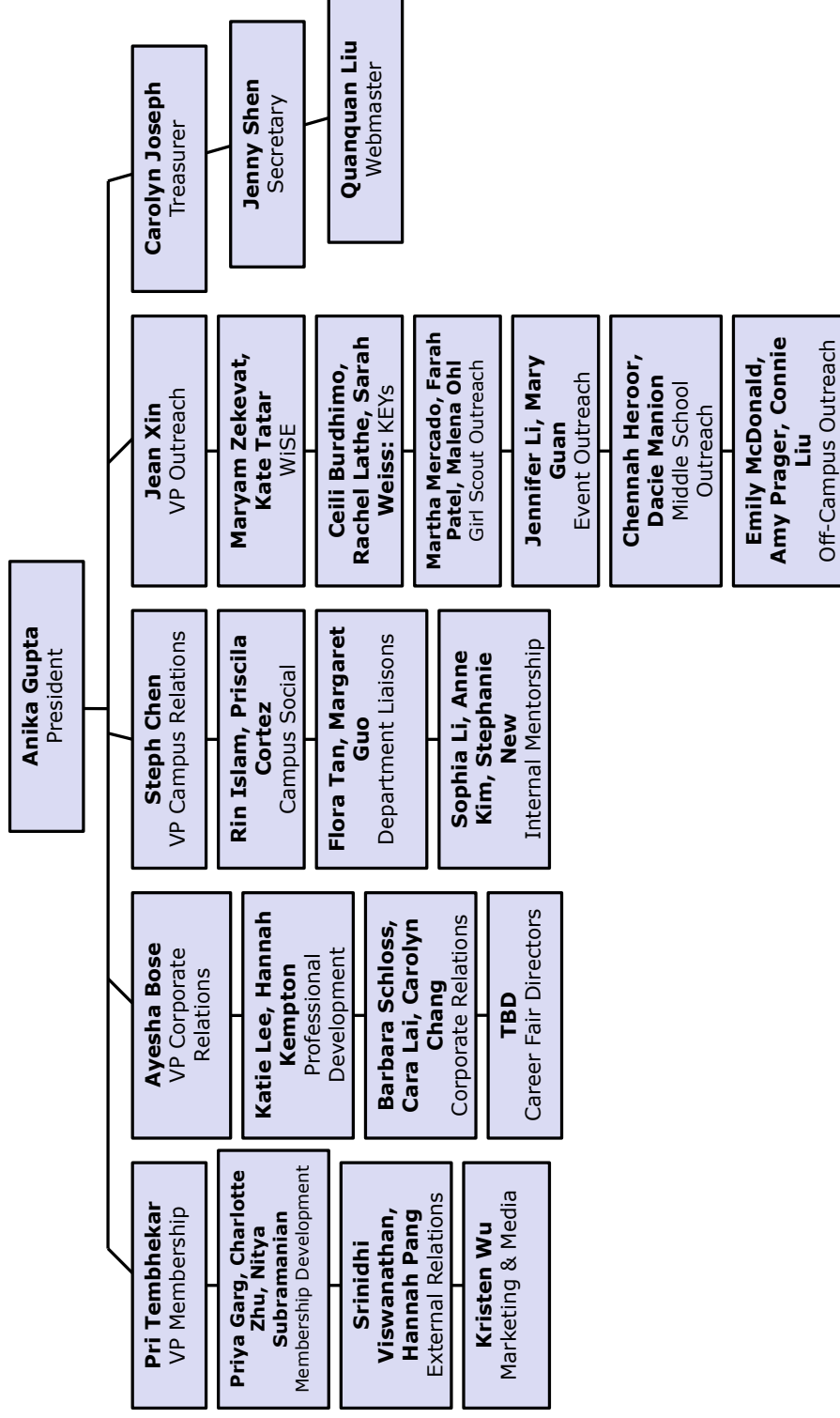
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### Friday, February 17<sup>th</sup>

- 9:00am Depart MIT
- 9:30am Continental Breakfast
- 10:00am Icebreaker [Seminar A/B]
- 10:20am Overview of SWE
- 11:10am Icebreaker
- 11:30am Department Meetings, Part I [Seminar A/B]
  - In-depth introductions
  - Discussion of work styles
  - Section expectations and structure
  - Individual vision/purpose/goals
- 12:15pm Free time: Explore Endicott, board games
- 1:00pm Lunch
- 2:00pm Icebreaker
- 2:15pm Department Meetings, Part II [Seminar A/B, C]
  - Event brainstorming
  - Budgets
  - Next Steps
- 3:00pm Snacks
- 3:15pm Scavenger hunt! Submit photos by 4:15pm [Seminar A/B]
- 4:15pm More free time: Explore, board games, Wii
- 6:00pm Scavenger Hunt results
- 6:30pm Dinner
- 8:00pm Departure to campus



# 2013 MIT SWE Board



## 2013 SWE Board Member Handbook

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### I. Board Member Information and Resources

#### Outreach

MIT SWE is dedicated to engaging the community at large via outreach in the STEM fields. In addition to providing unique learning experiences for students in grades K-12, SWE Outreach also provides members valuable opportunities to build their creativity, organization, and networking skills in planning large scale or long term events. There are a total of six outreach committees targeting different demographics.

- **Girl Scouts Outreach:** organizes several Junior Days (Spring) and Brownie Days (Fall) with Girl Scout troops in the area to provide fun, hands-on science activities.
- **Off-Campus Outreach:** strives to bring SWE outreach to individuals who cannot make it to MIT; works at off-campus locations for programs such as the Mason Magellan program at Mason Elementary School, sessions for the Lawrence@MIT program, Engineering Week at the Boston Children's Museum, technology workshops for the teen-run magazine Teen Voices, and the new Science Project in a Box program.
- **Keys to Empowering Youths (KEYs):** a year-long enrichment program dedicated to exposing middle school participants to a wide range of STEM disciplines with a combination of fun competitions, lab tours, and speaker events.
- **Women in Science and Engineering (WiSE):** the high school extension of KEYs; provides further professional development opportunities as well as speech competitions.
- **Middle School Outreach:** partners with the Engineering Honors Society, Tau Beta Pi, in the spring to host SciPro. Scipro pairs MIT mentors with middle school students to complete science projects. In the fall, the middle school outreach team organizes a web design competition for middle schoolers.
- **High School Outreach:** plans Beaverdash, a day-long mystery engineering challenge for high school students in the spring. In the fall, the committee plans the Exploring Majors Fair for high school students to explore the wide range of opportunities available in a STEM major.

#### Corporate Relations

MIT SWE Corporate relations has a two pronged approach: preparing its members for their future careers by teaching them valuable practical skills and connecting them with them with employers to find their future jobs and internships. We work with the Careers Office, other sections in the area, local and national companies in a variety of fields, and exemplary representatives from the workforce. We have two sub-departments that work closely together to provide our SWE members with such opportunities:

- **Professional Development:** Strives to provide SWE members with opportunities for professional growth. This includes inviting speakers to talk to members about career growth, interviewing, and dinner etiquette.
- **Corporate Relations:** Works with companies to organize events that target different majors and purposes- internships, job offers, and networking. They make every event unique so it is not just a typical company information session but rather an interactive, useful event.

#### Campus Relations

Our section acts as a liaison between MIT and MIT SWE. We work with various departments and other organizations on campus to offer members many opportunities to interact with other students as well as

provide a more relaxed environment to speak to faculty. In addition to fostering relationships with the rest of MIT, we also organize events to allow for board members to bond in order to become a more cohesive planning group. There are four groups of chairs that make up this section:

- **Campus Social Chairs:** Aims to bring together SWE and the MIT community through campus-wide events and mixers with other student groups
- **Department Liaisons:** Chairs work to provide environments that promote interactions between students and faculty through events such as the Meet the Professors Dinner
- **Internal Mentorship Chairs:** Focuses on developing relationships within SWE through internal social events and the more formal Big/Little Sibling mentorship program

### Membership

Our section strives to increase individuals' interest in SWE and encourage both new and current students to join our organization. We are the primary section involved in recruiting new members and keeping those individuals connected with alumni and other Boston sections. The section is split up into the four following groups:

- **Membership & Development:** Responsible for the recruitment activities during CPW, Orientation and the beginning second semester. These individuals also are responsible for planning logistics to regional and national conferences, and for planning topic-specific events that teach skills outside of professional development
- **External Relations:** Responsible for connecting MIT SWE with external organizations such as Boston area SWE professionals, MIT alumni, and other college students
- **Marketing & Media:** Responsible for documenting and presenting the activities and events of MITSWE. In addition, they are responsible for publicizing SWE to the rest of the MIT community through designing SWE apparel and other promotional items.
- **Senior Representatives:** For second semester seniors, this is the perfect time for SWE members to learn what awaits them financially, professionally, and academically beyond MIT. This is also the time for dedicated SWE members to enjoy their last semester and learn more about the benefits of becoming a professional SWE member.

### Reimbursements

All members can be reimbursed for SWE-related expenses such as food, AV rental, project materials, office supplies, etc. In order to be reimbursed, you must keep your original receipts (itemized and proof of purchase) and follow the reimbursement instructions provided by Carolyn, the 2013 treasurer.

Please be advised that as a student group, SWE should not be taxed. MIT SWE's Massachusetts tax exemption number is: **04-2103594**. There is also a form on the SWE Wiki if your vendor asks for one. MIT will not reimburse tax, so make sure you use the tax exemption information when making a purchase for SWE.

### Room Reservations

If you need to reserve a room for a meeting or event, you must submit your request via the room reservation form at least two (2) weeks in advance in order to allow for adequate time for advertising and planning. Please also email Jenny ([swe-secretary@mit.edu](mailto:swe-secretary@mit.edu)) with the desired date, location, setup,

and expected number of people. It is up to you to check whether or not the room was reserved. So be sure to check back with the reservation form a few days after your request is submitted.

### MIT SWE Website

The MIT SWE website is located at: <http://swe.mit.edu/>

The website provides resources both internally for members of MIT SWE as well as externally for employers and companies, sponsors, and those interested in participating in our outreach programs. The sidebar on the website is an easy way to see what MIT SWE events are occurring in the upcoming week.

Our blog can be accessed through: <http://www.blogger.com/>

*Login:* [mitswe.regionf@gmail.com](mailto:mitswe.regionf@gmail.com)

*Password:* weloveswe

Any updates to the blog are directly rerouted to show up on the front page of the MIT SWE website. For summaries of past events and announcements that you would like to quickly publicize, just write a short blog post!

Similarly, feel free to upload photos from events onto our Picasa album. A preview of recent photos are also linked to the MIT SWE website. The album can be accessed through:

<http://www.picasaweb.google.com/>

*Login:* [mitswe.regionf@gmail.com](mailto:mitswe.regionf@gmail.com)

*Password:* weloveswe

There is also now a MIT Society of Women Engineers Facebook page on which people are encouraged to promote upcoming events and post photos.

### MIT SWE Wiki

The Wiki contains various house-keeping information and forms needed for room reservation, the tax exempt form, etc. It also contains an overview of the MIT SWE organization and meeting minutes.

## **II. Board member expectations**

Positions on SWE Board are appointed, with their term beginning on the date appointed (usually early February), and ending on the first day of the following spring semester (also typically in early February).

MIT SWE Board members, as leaders in the MIT SWE community, are expected to uphold certain commitments as a part of their positions. These activities help to support the growth and vitality of the MIT SWE Section, and should also further your personal development as leaders. During the course of your position in MIT SWE, you are expected to commit to the following:

- Attend all board meetings (~4 per semester; must sign in)
- Volunteer for a total of 3hrs at Outreach events per semester
- Attend at least three events not organized by yourself per semester
- Sign up for one booth shift (SWE Gear booth, etc.)

Board members should also plan regular (biweekly to monthly) meetings with their co-chairs and VPs, and should respond to emails in a timely manner (within two days).

### **III. Consequences for not following expectations**

We understand that sometimes unavoidable conflicts may occur. In light of this, each board member may be excused from a maximum of one board meeting per semester. In the event of such a one-time conflict, board members should email the SWE Secretary for attendance purposes, and their VP in order to make arrangements to meet separately to find out what they missed at the meeting.

You are also expected to follow standard conduct codes at events and make sure that you not only represent yourself but also MIT SWE. Please be proactive in meeting your responsibilities and have a positive and welcoming attitude.

If expectations are not met for any board member, that board member is subject to replacement. Additionally, compliance with board member expectations will be considered during the nominations process for future exec positions, and the application process for future board positions. Board members who have not met board member expectations are ineligible to receive MIT SWE scholarships.





#### **IV. Board member contract**

I, \_\_\_\_\_, have read and agree to the board expectations for my  
SWE Board position ending in January 2014.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Sign name

\_\_\_\_\_  
Date