

2011 SWE Board Member Handbook

I. Board Member Information and Resources

Outreach

MIT SWE is dedicated to engaging the community at large in outreach in the STEM fields. In addition to providing unique learning experiences for students 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 targeted towards different demographics.

- **Girl Scouts Outreach:** organizes several Junior Day (Spring) and Brownie Day (Fall) with Brownie and Junior Girl Scout troupes in the area to provide fun, hands-on science activities.
- **Off-Campus Outreach:** strives to bring SWE outreach to underprivileged communities; 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 semester-long enrichment programs 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 in-depth exploration of STEM fields as well as speech competitions.
- **Middle School Outreach:** the newest committee on SWE Outreach, 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 will host its first web design competition.
- **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 both prepares its members for their future careers by teaching them the skills that they will need to succeed as well as helps them their future jobs. 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 personal growth. This includes inviting speakers to talk to members about career growth, interview practicing, and etiquette dinners.
- **Corporate Relations:** Works with companies to organize events that target different majors and purposes- internships, job offers, and just networking. They make every event unique so it is not just a typical company information session but rather an interactive session with a new spin.

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 five groups of chairs that make up this section:

- **Internal Social Chairs:** Responsible for planning bonding events for SWE board to help build relationships between chairs in different sections and allow for a more unified organization
- **Campus Social Chairs:** Aims to bring together the MIT community by planning campus-wide events
- **Marketing Chairs:** Publicizes SWE to the rest of the MIT community through the SWE bulletin, designing and selling SWE gear
- **Department Liaisons:** Chairs work to provide environments that promote interactions between students and faculty through events such as the Meet the Professors Dinner
- **Big/Lil Sib Program Coordinators:** Responsible for encouraging peer relationships by pairing underclassmen with upperclassmen members as a way to provide underclassmen with a new resource for information about MIT

Membership and Information

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 five 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.
- **Advocacy:** Individuals work with other groups on campus to promote and advance the position of women in technical fields. This includes bringing awareness to the issues that women face in the academic and professional world through panels, dinners, and networking events.
- **Public Relations:** Acts as the contact person between MITSWE and other sections in the Boston area as well as the point person between current members and alumni. During times of larger conferences, this individual plays a large role in ensuring we maintain a strong relationship with others and plays a part in the organization of such events.
- **Media:** A more creative role, this individual is responsible for documenting and presenting the activities and events of MITSWE. Using digital media forms, presenting SWE in a positive light is the main goal.
- **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 receipts from your purchase and turn them into the SWE Reimbursements bin in the SWE Office (W20-443) with your name on it. The treasurer will then take care of it from there and you will either receive a check with the reimbursed sum or the sum will be directly deposited into your bank account.

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, please go to the SWE Wiki page under Room Reservations to access the Google Doc form*. You must submit your form at least two (2) weeks in advance in order to allow for adequate time for advertising and planning.

*Due to a scarcity of rooms during Spring 2011, Fall 2011 will use the same form for reservations, but will list available dates for CAC spaces (space is pre-reserved by SWE) to choose from, while allowing the request of additional dates for classroom, weekend, or afternoon spaces.

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

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

Password: weloveswe

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 (~6 per semester; must sign in)
- Volunteer for at least two Outreach events per semester
- Attend at least one Corporate Relations event per semester
- Attend at least one SWE social event per semester
- Sign up for one booth shift per semester (Orientation, CPW, SWE Gear booth, etc.)

- Volunteer for the MIT Career Fair
- Attend any MIT-hosted SWE conferences and volunteer for one shift

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 business 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 February 2012.

Print name

Sign name

Date