

Chair Positions: Responsibilities*

Last updated: July 25, 2020

Responsibilities for All Board Members

All board members are responsible for the items below as well as the position-specific responsibilities that follow

- Attend weekly SWE meetings, bi-weekly Board meetings, bi-weekly working hours, and semester planning meetings
- Help organize 1-3 events per semester aside from those specific to the position:
 - Document event description, book room, order food, coordinate logistics, assist with publicity
- Teach shadowers and/or committee members about your position and delegate when possible

Fundraising Chair

- Generate funds and publicity for SWE through designing and selling apparel and other merchandise sales
- Ordering SWE Polos & Quarter Zips for board members during the summer
- Maintain records of SWE inventory
- Maintain point records of all SWE volunteers
 - Keep updating from previous year's record
- Suggested 2-3 fundraising events per semester
 - Coordinating volunteers/scheduling, set-up & cleanup, etc.

Community Service Chair

- Responsible for organizing or arranging for SWE to participate in events geared to help the community
- 1 community service SWE meeting per semester
- 1 off-Tuesday community service event per semester (ex: Scarlet Day of Service, Rutgers DM, etc.)

Digital Media Chair

- Responsible for maintaining and updating the website
 - Update new board during the summer
 - Update awards as needed
 - Update articles
- Design and order SWE business cards for interested board members
- Manage tech/order new tech
 - Projector/Screen

High School Outreach Chair

- Programming events to encourage younger females to pursue a degree in STEM Fields
- Organizing at least two major events per year
- Acts as primary representative for:
 - Girl Scouts Lab Tours
 - Shadowing Day
 - Young Engineers Day SWE Session
 - AD Women in Engineering SWE Session
- Be a major supporter and helper with SWE Night
- Organize summer events (ex: Somerset/Franklin Township Elementary School Science Fairs, EOF Summer Visit, New Brunswick High School Build It Better Challenge)

Engineering Governing Council Representative

- Liaison between SWE and EGC
- Attend all EGC Meetings and report back to SWE
- Organize any events required by EGC (e.g. Nerd Olympics)
- Rutgers Day volunteer coordination
- Submit program idea to SoE in beginning of February

Public Relations Chair

- Spreading the word about SWE through posts and flyers:
 - Meet the Board series at beginning of Fall semester
 - Event Lineup flyer at beginning of Fall semester
 - SWEetie of the Month
 - SWEnior Spotlight at end of Spring semester
 - Weekly meeting event posters (printed at MakerSpace)
- Creating event pages on Facebook, Twitter, Instagram, GroupMe, etc.
- Managing the Slack
- Designing main flyers advertising General SWE Information and Ice Cream Social Event to hand out during Involvement Fairs and other major publicity events
- Coordinating major publicity events (i.e. Involvement Fairs, Rutgers Day, Open House, Engineering Week, etc.)

Historian

- Taking pictures at weekly SWE meeting and other SWE events or activities.
- Upload photos onto Facebook page and SWE folder in a timely manner
- Combining year-end photos to create a video or photo collage to present at our end of the year banquet
- Creating semester newsletters to send to students, faculty, alumni, and corporate representatives

Alumni Relations Chair

- Building and maintaining the SWE Alumni ListServ
- Continuing relations with Rutgers SWE Alumni including activity in SWE Alumni LinkedIn page
- Organizing one Alumni event per semester and can partner with SWE NJ
- Act as one of the primary coordinators for Alumni/IMP Banquet at the end of Spring semester

Industry Mentorship Program Coordinator

- Planning a yearlong mentorship program between SWE members and industry mentors starting over the summer
 - Suggested at least 15 mentor-mentee pairings
 - Organize professional development presentations and company tours
 - Create activities and constantly check up on pairs
 - Coordinate IMP Kickoff in September
 - Act as one of the primary coordinators for Alumni/IMP Banquet at the end of Spring Semester

Advocacy Chair

- Plan and implement year-round activities that do the following:
 - Promote diversity & inclusion in engineering and daily life
 - Encourage representation and educate our members
 - Maintain database of opportunities for social progress
 - Work with public relations to utilize social platform for advocacy
- Expected to work with all board platforms and plan cross-collaborative events with other organizations

Male Representative

- Plan one event each semester
- Encourage male representation in SWE and work with Public Relations Chair

Freshman Representative(s)

- Plan an event at the beginning of Spring semester targeting freshmen (typically hosted in BMM Complex)
- Act as a liaison to promote SWE events to the freshmen community
- Speaking as a voice for the freshmen (ex: dates of chemistry exam)
- Coordinate an event with the SHE and MEET Freshman Representatives

*This list is not all inclusive and additional responsibilities may be required as seen fit by the President