

Executive Board Positions: Responsibilities*

Last updated: May 21, 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

President

- Responsible for managing the Board through board meetings, email, phone, and in person to ensure each function of SWE is operating successfully. This involves checking in and stepping in when necessary regarding:
 - Weekly Meetings
 - Large Event Planning (conferences, career fair, SWE Night)
 - Annual retreat and semester planning meetings
 - Outreach Events
- Represents SWE to the School of Engineering, Rutgers University, and outside companies on a frequent basis
- National SWE Annual Report, 3 quarterly reports, fiscal report (w/ treasurer)
- Coordinates Freshman Representative applications, the Shadowing program, and Scholarship applications funded by corporate sponsors
- Ultimately responsible for ALL events, actions and members related to The Society of Women Engineers - Rutgers University Section

External Vice President

- Primary Representative for the SHE-SWE-MEET Career Fair, responsible for heading SWE's efforts in the Fall Career Fair starting in May
- Responsible for ongoing Corporate Relations including:
 - Hosting 2-3 Corporate Events each semester
 - Coordinating sponsorship every semester in the beginning of the academic year (around September)
 - Update resume drive out for general members to send to sponsors
- Finding and inviting corporate representative to present at SWE professional development meetings

Internal Vice President

- Runs and manages the SWELL (Society of Women Engineering Leaders and Learners) Program for the Fall semester, informal during Spring (up to mentor-mentee pair to keep up)
 - Plan the SWELL Kickoff at the beginning of the year
 - Lead at least 1 additional SWELL event during the semester
- Host a wellness event for Spring semester
- Acts as the primary coordinator for trips to national and regional conferences
 - National Conference planning starts in late Spring
 - WE Local Conference planning starts in December
- Coordinates SWE Night, a spring semester event inviting accepted high school senior females to spend a night at Rutgers to learn about engineering
- Organizes Fall and Spring banquet with Secretary

Treasurer

- Responsible for SWEs fiscal actions, including:
 - Reimbursements and Invoices for all events through the transaction system, SABO
 - Collecting money or proof of payment from students for conferences
 - Organizing transactions in order to submit Fiscal Report to SWE National at end of school year
- Request funding from EGC and attend 1-2 EGC treasurers meetings per semester
 - Work with President on the Semester Funding Packet due the semester before (ex. Fill out in October for following Spring)
 - Midsemester Funding Packet (fill out usually during the second month of the semester)
- Responsible for the Career Fair's fiscal operations as secondary for the SWE EVP Committee
- Create reports or apply for funding depending on events held throughout the year in collaboration with the President:
 - Joint Event Funding for events hosted by more than one organization
 - Large Event Funding
 - Program Development Grants from SWE National
 - SOE Dean's Funding - Create a proposal and meet with Dean Rosen

Secretary

- Manages the ListServ and is responsible for sending out weekly emails regarding swe meetings, opportunities, and other emails as requested
- Responsible for keeping track of attendance at SWE Meetings and updating the attendance and membership roster accordingly
- Organize and maintain the board's shared Google drive folder
- Takes minutes at Board meetings and incorporates it into To-Do lists
- Additional support for Fall and Spring Banquet Planning
 - Ordering food, attendance awards, etc.
 - Clearly defined roles; support IVP in banquet planning

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