Welcome to Chair Positions for the 2018-19 school year!

General Consensus:

- All chairs will serve both Fall and Spring semesters; some positions will have re-elections in winter if those serving are graduating in December

- If anything is required to be communicated to members through a SWE Shout Out or a general email, it MUST be approved by the Executive Council and sent through swe.sjsu@gmail.com.

- If anything is required to be communicated to a faculty or to a recruiter/engineer at a company through your personal email but regarding SWE-SJSU, it MUST be approved by the Executive Council, and swe.sjsu@gmail.com MUST be CC'ed.

- If any event or item requires money, a budget MUST be proposed (and approved) and receipts must be kept so that the Executive Council can keep track of expenses and reimburse the Chair in question later on.

- Please remember you are representing SWE-SJSU and SJSU in general, so please act responsibly and appropriately at SWE-SJSU events, especially ones you been designated in charge of.

- To apply, fill out the form here: **https://goo.gl/forms/fWvl8AujjhOx66lF3**

SWE-SJSU Chair Roles and Responsibilities

Title of Position	# Openings	Reports to	Responsibilities
Sponsorship Outreach/WOW! That's Engineering Chair	4	**Navya (Vice President)**	- In fall, this chair will be in charge of reaching out to companies to ask for sponsorships to build relationships; these relationships will be utilized in Spring because the event will require companies to host workshops and lots of volunteers/participants. In addition, the chair will create a rough plan of catering/menu and event schedule. - In spring, this chair will be in charge of the logistics of SWE-SJSU's annual flagship event, WOW! That's Engineering, up to and including securing the venue for the planned date (TBD in Spring 2019), determining the various volunteer roles needed and be the point of contact for volunteers on the day of the event.
Public Relations	2	**Linda (Secretary)**	- Works with Fundraising & Events Chairs; Focus is on social media/presentation/advertising - Maintains the Facebook, Instagram, and Snapchat accounts. - In charge of advertising/creating fliers, taking photos/videos at events, building a reputable and attractive image of the club - Manages the SWE Google Calendar, updating it with new events constantly as they come; must be attentive/active with club activities
Fundraising	2	**Vivian (Treasurer)**	- Works with Events & Public Relations Chairs; Focus is on fundraising strategies/managing finances - Brainstorms creative and unique ways to raise money for SWE. Examples include bake sales, restaurant fundraisers, etc. - Drafts a proposal of event (including a budget if money is needed for said event) and submits it to SWE Executive Council (either in

SWE-SJSU Chair Roles and Responsibilities

			person at board meetings or via email at swe.sjsu@gmail.com) at least 2 weeks prior to the event. ● In charge of the event on the day of, up to and including coordinating with members who have agreed to volunteer for the event, and cleaning up afterward.
Social Events	2	**Julie (President)**	● Works with Fundraising & Public Relations Chairs; Focus is on social/non-academic events ● Brainstorms creative and unique ways to engage new/existing membership and to create a sense of community. Examples include movie nights, bowling, karaoke, tabling for SWE-SJSU, etc. ● Drafts a proposal of event (including a budget if money is needed for said event) and submits it to SWE Executive Council (either in person at board meetings or via email at swe.sjsu@gmail.com) at least 2 weeks prior to the event.
Webmaster	1	**Linda (Secretary)**	● In charge of keeping the SWE-SJSU's website up to date with events in the SWE calendar using OU Campus. ● Brainstorm new ways to continuously improve the UI/UX design of the website.
Clubroom Manager	1	**Vivian (Treasurer)**	● In charge of maintaining the daily operations of the SWE Clubroom. ● Examples include maintaining monthly water cooler orders, contacting maintenance if appliances are broken, keeping inventory, organizing the room, buying office supplies/snacks, or that of which is requested.
Career Acceleration	1	**Julie (President)**	● In charge of hosting regular sessions to improve technical/professional skills. Examples include bi-weekly coding sessions, interview practices, networking strategies.

SWE-SJSU Chair Roles and Responsibilities

			● Will likely collaborate with CS professor Ben Reed
Club Project	1	**Navya (Vice President)**	● In charge of managing club side project so that members have an opportunity to build something from scratch on their own and take initiatives in team-building
Outreach	2	**Linda (Secretary)**	● Organize inter-collegiate social and professional events with other SWE chapters ● Create STEM workshops or day-long activities to with K-12 students at local schools (SWE Next Program)
Hackathon/SWE++	2	**Navya (Vice President)**	● Run SWE++ program founded by Berkeley; includes weekly Saturday workshops at 10am to tutor middle school girls how to code ● Host/collab with 2-3 hackathons throughout the year