

**FY15 Dallas SWE  
Committee Descriptions**



Please indicate your interest by sending an email to [dallas.swe@gmail.com](mailto:dallas.swe@gmail.com)  
or filling out this form:

[https://docs.google.com/forms/d/1-wPAUJ7HHOCPkEjgYESJUHzlgTBLrnZP\\_T6pwmVeAg/viewform](https://docs.google.com/forms/d/1-wPAUJ7HHOCPkEjgYESJUHzlgTBLrnZP_T6pwmVeAg/viewform)

**Social Media Committee** - The social media committee is responsible for maintaining the various social media outlets of Dallas SWE including, but not limited to; Facebook, Twitter, LinkedIn, Google+, and YouTube. Duties include creating and posting updates and photos, interacting with followers/friends, and connecting with other organizations/people.

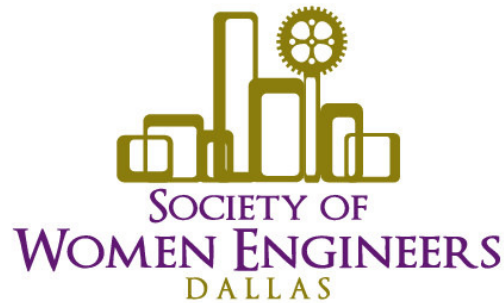
**Fundraising Committee** - Be a part of an important arm of SWE, ensuring we have the financial support we need to continue offering amazing professional development, networking, and outreach activities!  
- As part of this dynamic committee, you will establish and maintain significant relationships with both corporate and individual sponsors, essential to providing the foundation with which we will build our future as an organization  
- Committee members will be asked to support all fundraising efforts, which may include, but are not limited to: fundraising phone calls to potential sponsors/donors, letter or email-writing, brainstorming ideas for fundraising, and fundraising event planning.

**Program Committee** assists the Vice President in the planning of and preparation for the monthly meetings or assistance at the actual event. Planning assistance can include obtaining speakers or panelists, securing meeting venues, arranging technical tours at sites of interest in Dallas Metroplex, managing catering/refreshment orders, providing information to section secretary or webmaster for publicity. Near-term meeting preparation can include printing name badges and sign-in sheets based on event registration. Assistance during the meeting includes meeting check-in, distribution of name badges and raffle tickets, greeting speaker upon arrival, introduction of speaker during the meeting, and presenting thank-you note and gift to speaker at conclusion of presentation. Assistance after the event can include collecting feedback from attendees and collecting other metrics of meeting participation.

**Nominating Committee** - The Nominating Committee develops a slate of candidates for the officer positions up for election in May. The Nominating Committee is guided by the Section by-laws as to the eligibility of candidates and must submit a proposed slate of officers by April 15th.

**Professional Awards Committee** - Coordinate award nominations and applications for the Region Awards (Emerging Leader & Distinguished Service) due in December and the national awards due in May. Help plan Dallas SWE End of Year Awards Banquet

P.O. Box 852022  
Richardson, Texas 75085-2022  
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[www.dallaswe.org](http://www.dallaswe.org)



**K-12 Outreach Scholarship Committee** – Responsible for certificates to nominated middle and high school students. Reviews scholarship applications received by deadline of May 15<sup>th</sup> and determines award amounts for winners. Write & send award letters. Contact schools and parents to increase the program’s reach. Invite scholarship recipients to the end-of-year awards banquet.

**K-12 Outreach Events Committee** - Responsible for externally hosted Outreach Events, including events at Coppell High School, Perot Museum, Frontiers of Flight Museum and selection of events where Dallas SWE will participate. (VP of Outreach has primary responsibility for Design Your World - STEM Conference for Girls.)

**Membership Committee** - The membership committee works with the VP of Membership and assists in tasks that aim at increasing overall membership for the Dallas SWE chapter as well as serving needs and extending chapter resources to the current members. The committee would be the welcome face of the chapter, welcoming and assisting new members as they attend meetings and follow up with them after the event to answer questions about SWE. The committee would also be responsible for tasks such as bringing raffle items for each meeting, host membership open houses/drives as well as serve as facilitators/greeters at meetings. At the end of the year, may assist in creating/updating a membership recruitment and membership plan.

**Webmaster** – (position already filled) The webmaster is responsible for creating and updating content on the [www.dallaswe.org](http://www.dallaswe.org) website. Duties include maintaining design standards, managing posts, and ensuring functionality of the site. Documenting and photographing events also fall under the Webmaster's responsibilities.

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