



**FY16 Dallas SWE
Committee Descriptions**

Society of Women Engineers

Dallas

SWE is a great place to learn new leadership skills, give back to your community, and build a network of engineering professionals and friends! Unless otherwise specified, you can contribute as much or as little time as you are willing to these positions: all volunteer assistance is appreciated!

Please indicate your interest by filing emailing us at dallas.swe@gmail.com.

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 to represent Dallas SWE online to its members and to the general public.,

Webmaster – The webmaster is responsible for creating and updating content on the www.dallasswe.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. Work closely with Social Media Committee members and Secretary to coordinate activities across communication portals.

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.

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 is also 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.

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The **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 fall into one of the following categories:

1. Speakers: propose potential meeting speakers, contact potential speakers, arrange meeting date for speaker
2. Tours: arrange technical tour at site of interest in Dallas Metroplex; find members who could serve as POC arranging for tour of their company's facility
3. Venue: reserve company location, restaurant meeting room, or similar location..
4. Catering; determine where to place food order and price per member/non-member, place order, arrange for delivery or pick up the order
5. Arrange for technology needs for speaker presentation, e.g., microphone, projector

Near-term Preparation could include:

1. Print sign-in sheets, based on registration provided by secretary/Constant Contact
2. Prepare badges with names of registered meeting attendees or bring blank badges to event.
3. Bring tickets for drawing (or will this be handed over to membership)
4. Obtain thank-you gift for speaker (price ceiling \$10)

Assistance during the event:

1. Ensure everyone signs in and has a name badge.
2. Distribute tickets for raffle drawing (or will this be handed over to membership)
3. Greet speaker upon arrival. Assist with set-up.
4. Introduce speaker (if not introduce by President)
5. Write thank-you note to speaker. Give note and gift to speaker

Assistance (immediately) after the event:

1. Develop short feedback survey for meeting attendees. Deliver with help of Secretary (TBD)
2. Provide copy of sign-in sheet to VP of membership. Keep metrics of meeting participation

Nominating Committee - The Nominating Committee develops a slate of candidates in spring of each fiscal year 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 Society Awards due in May. Help plan Dallas SWE End of Year Awards Banquet

Outreach Awards Committee - Coordinate end of year certificate program offered to local teachers. Print & mail "Certificates of Achievement" that teachers request for their middle school students. Need to reach out to schools to increase the program participation. Help plan Dallas SWE End of Year Awards Banquet.

Scholarship Committee – Review and update scholarship application packet each fiscal year. Reviews scholarship applications (deadline of May 15th) and determine award amounts. Write & send award letters. Contact schools and parents to increase the program's reach. Invite scholarship recipients to the end-of-year awards banquet.