



**FY17 Dallas SWE
Officer 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! Per our section bylaws, elected officers must be voting members of Dallas SWE in good standing with the Society. It is recommended (but not required) to have at least one year of active participation in SWE to be most successful in these positions.

Officers are expected to attend monthly 1-hour executive council meetings, usually conference calls on a weekday evening. The schedule for the year is agreed-upon by officers each year. Once a quarter, in place of a conference call, we have a face-to-face 2-hour business meeting on a weekend. At the start of each fiscal year, a day-long officer transition meeting is held to share lessons learned from outgoing officers to incoming officers and bring everyone up to speed on Dallas SWE happenings. We have a wealth of experience to help you succeed in your leadership role and won't leave you hanging!

Officer nominations and elections are held in the spring of each fiscal year.

Terms of service are **July 1 to June 30 (one fiscal year)** unless otherwise indicated.

Please let us know where you'd like to serve by emailing us at dallas.swe@gmail.com.

President – The President represents the section to the public and the Society, presides over executive council meetings, has fiduciary responsibilities as an authorized signatory on Dallas SWE financial accounts, and provides oversight and guidance to the rest of the Dallas SWE leadership team (executive council and committee chairs). It is expected that the President manages the Dallas SWE email account and attend as many Dallas SWE meetings / events as possible. Estimated time commitment: 5-10 hours per week.

Executive Vice President – The Executive Vice President shall assume the duties of the President if he / she is temporarily unable to serve, and works with the Programs Committee to connect with industry sponsors / hosts and arrange guest speakers / locations for monthly professional development events. The Executive VP also provides oversight and guidance to the Nominating Committee. Estimated time commitment: 1 hour per week.

Vice President of Membership – The VP of Membership welcomes new members, oversees member recruitment and retention programs and social activities (Membership Committee), and coordinates award submissions (Professional Awards Committee). Estimated time commitment: 1-5 hours per week.

Vice President of Outreach – The VP of Outreach creates, organizes, and manages outreach events (Outreach DYW Committee), coordinates certificate program (Outreach STEM Committee), and oversees the creation Outreach awards submissions (Outreach Awards Committee). Currently, our Outreach events include two large Design Your World conferences and a handful of smaller events each year. Estimated time commitment: 5-10 hours per week during peak activity (DYW event planning).

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**FY18 Dallas SWE
Committee Descriptions**

Treasurer – The Treasurer is responsible for the collection, distribution, and safekeeping of section funds via an annual budget approved by the executive council, preparing reports on the financial position of the section including an end of year financial report submitted to the Society and the IRS, and providing guidance and oversight to the Fundraising Committee and Scholarship Committee. The Treasurer also works with the Investment Committee to manage Dallas SWE's annual funding of scholarships. The Treasurer's term is 2 fiscal years. Estimated time commitment: 1-3 hours per week.

Secretary – The Secretary maintains the records of the section, coordinates communications on behalf of the section (via the Dallas SWE website, email newsletters, and social media accounts), and provides oversight and guidance to the Webmaster and Social Media Committee. Estimated time commitment: 1-5 hours per week.

Section Representative – The Section Representative performs duties and reporting described by Region C governance documents. In FY18, the number of Section Representatives will no longer be determined by section membership size: only one Section Representative will be elected per section. This position is expected to be dissolved along with Regions at the end of FY18. Estimated time commitment: 1-2 hours per week.

Investment Committee – The four members of the Investment Committee are charged with providing historical perspectives and guidance on Dallas SWE's financial investment accounts, primarily to ensure future funding of scholarships. Terms for each member are for 3 fiscal years. This is the only Dallas SWE committee whose members are elected instead of appointed. Estimated time commitment: <1 hour per week.