



**FY18 Dallas SWE
Committee Descriptions**

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: all volunteer assistance is appreciated!

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

Membership Committee – The membership committee works with the VP of Membership to serve Dallas SWE members by organizing social events and providing resources to make the most of your SWE membership. The committee works to welcome new members as they join the section and attend meetings. During the year, the committee organizes membership recruitment and retention drives to ensure a strong member base. The committee may assist in planning the End of Year event.

Professional Awards Committee – The Award Committee works with the VP of membership to coordinate SWE award nominations and applications for individual members and the Dallas SWE section. The committee may further help the President, as needed, with membership recognitions for the year.

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 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.dallaswe.org and www.designyourworld.org websites. Duties include maintaining design standards, managing posts, and ensuring functionality of the site. The Webmaster will also assist with documenting and photographing events and working closely with Secretary and Social Media Committee members to coordinate activities across communication portals.

Fundraising Committee – The Fundraising Committee ensures Dallas SWE has the financial support necessary to continue offering amazing professional development, networking, and outreach activities. Members of this committee establish and maintain relationships with both corporate and individual sponsors who are essential to providing the foundation with which we build our future as an organization. Committee members will 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.

Scholarship Committee – The Scholarship Committee reviews and updates scholarship application packets each fiscal year, reviews scholarship applications in the spring, determines award amounts, writes and sends award letters, contacts schools and parents to increase the program's reach, and invites scholarship recipients to the end-of-year awards banquet.

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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.

Program Committee - Assists the Executive 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, etc.

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 introduced 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.
2. Provide copy of sign-in sheet to VP of membership. Keep metrics of meeting participation.



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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. Reach out to schools to increase program participation. Help plan Dallas SWE End of Year Awards Banquet.

Outreach STEM Committee – Dallas SWE partners with local organizations throughout the year to provide Outreach representation in our communities. The Chair will coordinate with host organizations, determine appropriate STEM activities, and recruit / coordinate volunteers for each event.

Outreach Design Your World (DYW) Committee (2 Chairs: 1 Fall and 1 Spring) – DYW is a STEM-based activity day for girls in grades K-12. The conference is held twice a year (Fall and Spring). The chair will coordinate the planning and execution of the conference. There are also sessions for parent and educators to learn how to encourage their students’ interest in STEM and navigate the engineering college admissions process. Chairs recruit and organize committee members and leads. Leads are needed for registration, media, parent/educator sessions, student activities, logistics, volunteers, event day logistics, and food orders.