

SWE-NY Officer Descriptions – FY25 Elections

Fiscal Year: July 1, 2024 - June 30, 2025

Elected Positions *expected to miss no more than 2 board meetings per fiscal year*

President (1):

Candidates for president must either hold or have held a vice president position

- Oversees section
- Maintains section procedures and bylaws
- Maintains section goals in line with SWE mission
- Provides guidance to executive board members and membership as needed
- Responds to external inquiries
- Represents SWE at other society meetings and events
- Schedules and facilitates monthly board meetings (aim for at least 4 in person per fiscal year)
- Prepares agenda for board and membership meetings
- Provides support to section regarding programs and events and makes executive decisions when necessary
- Solicits support from and delegates tasks to executive board and membership when necessary
- Ensure timely completion of financial requirements and section Mission Awards
- *Estimated time commitment: 2-4 hours per week plus monthly board meetings (in person or virtual)*

Vice President (2 – NYC, LI):

Candidates for NYC Vice President and LI Vice President should work or reside in their respective locations

- Reports to President
- Assists in maintaining section procedures and bylaws
- Assists in maintaining section goals in line with SWE mission
- Provides support, assistance, and guidance to board members as needed
- Performs any other duties or responsibilities assigned by the President or normally associated with the office of the Vice President
- Assists President in managing inquiries
- Assists Professional Development Committee and Community Outreach Committee as needed
- Supports membership engagement activities in respective locations
- *Estimated time commitment: 1-2 hours per week plus monthly board meetings (in person or virtual), meetings with Professional Development Chair and Community Outreach Chair as needed*

Secretary (1):

- Communicates pertinent information to executive board and members via email
- Records, prepares and distributes agenda, minutes, and action items from board meetings
- Maintains section email list (listserv, MailChimp, etc.)
- Manages section email account and incoming correspondence
- Carries out correspondence on behalf of section as directed by the President or Vice President
- *Estimated time commitment: 2 hours per week plus monthly board meetings (in person or virtual)*

Treasurer (1):

- Maintains section financial accounts
- Prepares section annual budget and tax forms (E-Postcard, etc.)
- Manages and distributes section funds and reimbursements at board discretion
- Completes and submits section financial statement at the end of the fiscal year (using SWE template)
- *Estimated time commitment: 1 hour per week plus monthly board meetings (in person or virtual)*

Volunteer Positions

Professional Development Chair (1):

- Plans and organizes professional development events, including coordinating details, advertising, managing event attendance, and hosting

- Complete and provide Event Activity Reports to membership chair when an event is completed
- Facilitates meetings with Professional Development Committee as needed
- Collaborates with Membership Chair to organize events that are relevant to member interests
- *Estimated time commitment: 1-4 hours per week plus monthly board meetings (in person or virtual), meetings with Professional Development Committee as needed*

Professional Development Committee:

- Supports professional development chair in organizing, hosting and volunteering at professional development events

Community Outreach Chair (1):

- Organizes K-12 STEM outreach programming, including annual Women in STEM Day
- Coordinates volunteer support of community outreach events and initiatives
- Maintain and manage relationships and correspondence with local schools and organizations
- Support and advise local collegiate sections when needed
- Sends out graduating student letters to local collegiate sections to advertise SWE NY
- Facilitates meetings with Community Outreach Committee as needed
- *Estimated time commitment: 1-4 hours per week plus monthly board meetings (in person or virtual), meetings with Community Outreach Committee as needed*

Community Outreach Committee:

- Supports Community Outreach Chair in organizing, hosting and volunteering at community outreach events

Membership Chair (1):

- Coordinates with President to track membership (new and existing)
- Tracks member engagement and activity via event sign-in sheets and master database spreadsheet
- Creates annual survey to gauge member interests and identify areas for improvement
- Finds innovative ways to help increase and retain membership
- Sends out membership renewal reminders
- Plans annual member recruitment event with President
- Ensure timely submission of Event Activity Reports by executive board
- Maintains section email list (listserv, MailChimp, etc)
- *Estimated time commitment: 1-2 hours per week plus monthly board meetings (in person or virtual)*

Webmaster (1):

- Publishes meeting and upcoming event announcements as well as past event highlights on website
- Maintain website and make adjustments as needed
- Maintains embedded SWE NY calendar
- *Estimated time commitment: 1-2 hours per week, plus monthly board meetings (in person or virtual)*

Corporate Relations Chair (1):

- Engages with corporations and professional organizations and coordinates joint events
- Builds partnerships between SWE NY and companies
- Maintains database of contacts at partnership companies and organizations
- Establishes corporate sponsorship levels
- Acts as a liaison between other professional societies and SWE
- Communicates with other professional societies in cross-promotion of events
- Coordinates with Professional Development committee for sponsorship opportunities
- *Estimated time commitment: 1 hour per week plus monthly board meetings (in person or virtual)*

Social Media Chair (1):

- Manages section social media accounts, including Facebook, Twitter, LinkedIn, and Instagram

- *Estimated time commitment: 1 hour per week plus monthly board meetings (in person or virtual)*

Scholarship and Awards Chair (1):

- Maintains and updates scholarship application
- Sends scholarship notification to local schools
- Reviews submitted scholarship applications
- Notifies scholarship winner(s)
- Plans awards ceremony
- Coordinates the section submission of Society Mission Awards
- *Estimated time commitment: 1-2 hours per week plus monthly board meetings (in person or virtual)*

Scholarship Committee:

- Assists scholarship chair in reviewing submitted applications and planning awards ceremony

Fundraising/Golf Event Chair (1):

- Organizes annual golf event, including coordinating details, soliciting sponsorships, advertising, managing event attendance, and hosting
- Coordinates section fundraising efforts through events and sponsorships
- *Estimated time commitment: 1-2 hours per week plus monthly board meetings (in person or virtual)*

In order to be eligible for any of these positions, you must be a paid professional member of SWE-NY or become one within 30 days of your nomination.

If you have any specific questions regarding potential duties, please contact swe-ny@swe.org.