

Roles & Responsibilities of Board Members

SWE Section E006

2015

Executive Council: Nominated and Elected Positions

- President*
- Vice President/Publicity Coordinator*
- Past President
- Treasurer*
- Secretary*
- Section Representative (SR)*

Board of Directors (BOD): Non-elected, Volunteer Leadership Positions

- Membership Coordinator
- Outreach Coordinator
- Meeting Coordinator
- Fundraising Coordinator
- Grants Coordinator
- Scholarship & Member Awards Coordinator
- Collegiate Counselor (UofR, RIT, and MCC-CIG)

Volunteer Roles:

- RES Newsletter Editor
- MailChimp Newsletter/Events Editor
- Website Administrator
- LinkedIn Administrator
- Facebook Administrator
- Additional opportunities available, i.e. Women Build, GEMS, etc.

All Board Members should be engaged with recruitment of new members, mentoring for future and current BOD roles, act as ambassadors at all SWE functions to engage and build professional relationships, plan to attend annual SWE conferences (if possible).

All board members duties include:

- Promote Participation and Enthusiasm in the Organization
- Upload all documents, reports, pertinent information on SWE Rochester Google Drive
- Copy in swe.rochester@gmail.com for all email correspondence

All executive council and board of director terms will serve for one fiscal year, to coincide with the SWE Society fiscal year.

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President

Oversee SWE affairs and help to further the advancement of Women Engineers in the Rochester Area. Represent SWE Rochester at Region E Leadership Summit, and all annual conferences (when possible). Maintain organizational focus.

- Lead vision planning, annual plan development
- Organize and attend Board meetings
 - Attend, Prepare Agenda, Lead & Facilitate Board Meetings
- Represent the Society before the public
- Liaison to Rochester Engineering Society (RES)
 - Attend monthly Board Meetings
- Act as a liaison between Regional/National Headquarters
- Attend Regional and Annual Conventions (when possible)
- Coordinate external affairs such as corporate solicitation for financial support
- Represent the section as a voting member of the Board of Directors when the SR is not able to fulfill the position
- Assist SR with SWE reporting requirements
- Aid the Treasurer in preparing the budget
- Have signature capability on SWE Checking and Savings accounts, with debit card access

Vice-President

Assist President with SWE affairs. Perform President duties in her absence. Lead the Section publicity initiative.

- Attend Board Meetings
- Lead Section Publicity Initiative
 - RES Newsletter Editor -
 - Collect and prepare articles, format page to match RES requirements, send formatted page to RES by 10th of every month. ensure newsletter matches RES magazine theme, collect SWEet Engineer profiles, share all news items with MailChimp editor
 - MailChimp Newsletter/Events Editor
 - Communicate with RES Newsletter Editor to obtain RES articles, publish monthly newsletters, send out meeting/event flyers, communicate with Membership chair to maintain MailChimp SWE member and non-member list, post MailChimp campaigns to Facebook
 - Website Administrator
 - Update website in timely manner, communicate with MailChimp Editor to coordinate event registrations and payment, coordinate with Treasurer regarding PayPal
 - LinkedIn Administrator
 - Update LinkedIn in timely manner
 - Facebook Administrator

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- Post updates to Facebook, coordinate with MailChimp editor regarding automatic posting of events and newsletter
- Coordinate committee chairs activities
- Support committee chairs in preparing events
- If Past President not available, coordinate Section Executive Council elected position nominations (positions: President, Treasurer, Secretary, Section Representative) and election procedures for next calendar year

Past President

- Section Awards - awards that Rochester section can earn through SWE Society
- Assist President during transition
- Coordinate Section Executive Council elected position nominations (positions: President, Treasurer, Secretary, Section Representative) and election procedures for next calendar year

Treasurer

Maintain SWE accounts, prepare annual finance report, and serve as Paypal coordinator

- Attend board meetings
- Complete annual finance report, due July 31 of each year. Report must be signed by treasurer and president and mailed to SWE National Headquarters.
- Maintain bank accounts: check monthly bank statements, balance-checking account, change of addresses or change of signature cards (if needed)
- Update the address of the IRS Tax ID number (#22-323-1244) if needed
- Pay SWE bills as appropriate
- Reimburse expenses incurred for meetings or events, as appropriate
- Post Budget Spreadsheet in .xls format in SWE Rochester - Confidential Information Google Drive.

Secretary

Be the Section correspondence focal point. Ensure that all electronic communication is organized and documented. Administer and organize electronic communication systems

- Attend board meetings
- Record, organize, and distribute the minutes of the monthly board meetings
- Administer the board meeting minutes approval process
- Maintain an archive of the board meeting minutes on the SWE Rochester Google Drive
- Handle mail, obtain post office box, make sure current officers have access to the box and collect mail as required
- Obtain letterhead and maintain supply of letterhead and supplies for our chapter
- Act as correspondence focal point for the members and officers and direct information/questions to the appropriate individual
- Prepare informational and/or editorial articles for newsletter
- Assist in any matters related to correspondence and/or information gathering

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- Prepare and mail Thank You Letters
- Coordinate with Publicity to Maintain Meeting Roster

Section Representative

Maintain communication link between the Section and the Region. Represent the section on the Region Council. The Section Representative for Rochester is based on this criteria:

- One representative or an alternate for each 100 voting members or fraction thereof, not to exceed four, elected by and from each Section.

The Region Council meets in-person at least once annually (at the Region Conference). Generally, teleconferences are held each month. Council business may be conducted via email, telephone, web-based technology, mail, or fax.

The Section Rep's responsibilities include:

- Drafting the Section Report for the Rochester Section's review (generally 3x per year) and submitting the Report to the Region Governor
- Completing the Leadership Roster update by June 30th annually (preferred online)
- Participating in the Region teleconferences (generally monthly)
- Attending the Region E Conference and Region Council meeting
- Participating in Region E Council voting - including in-person and email voting. Preparation for voting includes contacting paid members of the Section for input on topic.