

SWE Detroit Officer and Chair Position Descriptions

President

The President role is the ultimate leadership position at the SWE Detroit Level. In this role, your primary objective is to be the liaison between SWE-D and the greater community. In more detail, this includes: Holding monthly Executive Council Meetings, a yearly Strategic Planning Meeting, and a yearly Transition Event. Coordinating Elections and Awards Nominations each Fiscal Year. Assist in planning the Kick Off Event, and the Banquet. Monitor the progress of all officers and chairs to ensure SWE-D events and commitments are being fulfilled.

President Elect

The President Elect role was officially established last year in order to ensure a smoother transition between the current and new president. In this role, you will shadow the president to learn the ropes. You will fill in for the president for any meeting, event or commitment that they are unable to fulfill. This is a one year term, followed by the president office for at least one year. In the event that the President Elect is not chosen for a Fiscal Year, the President position does not need to be preceded by the President Elect position.

Past President

The role of Past President was established last year, along with the President Elect position. You will assist the current president by providing advice and being available for questions throughout the president's term; and fill in for the president in the event that the president elect is unable to.

VP Membership

The membership committee is dedicated to recruiting and retaining members to SWE Detroit and oversees initiatives designed to increase member engagement. VP Membership is responsible for providing the executive council with membership updates each month, reaching out to new members, planning the September Kick-Off meeting, assisting in planning the Awards Banquet and Holiday Party and ensuring committee chairs are meeting their obligations. Furthermore, VP Membership is responsible for overseeing the newly created Membership Circles program. Each Membership Circle (Novi, Ann Arbor, Troy etc) has a lead who plans small events for members in that area to get together and socialize; members outside of the membership circle are also welcome to attend.

Networking

Do you enjoy planning events and socializing? Are you interested in being involved with SWE-D but don't have a lot of time to spare? This position may be perfect for you. The

Networking chair plans, publicizes and executes networking events in the Detroit area. Typically 2-4 events are planned in a fiscal year. Past events have included Cider Mill trips, visiting the DIA, Picnicking and Scrapbooking. Feel free to plan a tried-and-true event or create your new signature event. You could also work with the PD Events chair to plan an event that includes a professional development event, followed by a networking event. For example, an industrial tour followed by a group lunch. Events can also be planned in conjunction with the Membership Circles.

Special Events

The Special Events Chair is an event planning role, responsible for organizing two major SWE-Detroit section events: the December NSBE-SHPE-SWE Joint Holiday Party and the SWE-D Awards Banquet at year end. The Awards Banquet is a semi formal event and involves approximately 4 months of planning including: finding a keynote speaker; arranging the venue and date, designing and sending invitations, coordinating registration and creating the agenda. A committee including the President, VP Membership and other officers/chairs assists in the planning efforts. The events may be updated and/or restructured year to year based on recommendations from the Special Events Chair.

Membership Recruitment and Retention

The Membership Recruitment and Retention Chair reaches out to new members and finds opportunities to both improve recruitment and further engage members. Responsibilities include sending monthly welcome letters to new members, organizing an event for new members to meet and mingle, and reaching out to potential SWE members. Additionally, the Membership Recruitment and Retention Chair assists the VP Membership in managing the SWE-Detroit Membership Circles.

Member Involvement

The Member Involvement Chair encourages members to continue their SWE membership and to become more involved with SWE at a local, regional and society level. One such member program is the Member Involvement Certificates where members are rewarded with \$5 certificates when they attend enough SWE-D events. For this program, the Member Involvement Chair collects the names of attendees from each SWE-D event and issues certificates when needed.

VP Professional Development

The VP of PD role is responsible for overseeing their chairs, creating Professional Development strategic goals, and working with the fund development chairs to ensure the development of corporate relationships.

PD Conference Co-Chair

Currently, we have two PDC Co-Chairs who are responsible for leading and planning the NSBE SHPE SWE Joint Professional Development Conference. This conference is one of our section's biggest events and requires a great deal of commitment and planning. Planning begins in November with the conference being held in April the following year. The chairs are not alone in the planning process and will have the PD Conference Advisor's assistance as well as a large planning committee to finalize preparations prior to the conference. Planning includes: Obtaining the host sponsor company and venue, finding additional corporate sponsors, organizing planning meetings, filling planning committee roles, monitoring progress of the planning committee, organizing an agenda for the conference, and resolving issues that arise. It is recommended to have attended the PD Conference to get a sense of the event before taking on the role of co-chair. This role is a great opportunity to learn leadership skills, be involved in SWE, and to get exposure to sponsoring companies and other engineering societies.

PD Conference Advisor

The PD Conference Advisor(s) are members who were highly involved in past PDC Conferences. They advise the current PDC Co-Chairs during the planning process. The Advisors call in for the planning calls and may also take a role within the planning committee.

Multi-Cultural

The Multi-Cultural chair ensures that SWE-D has multi cultural diversity in our events. You will work with the Special Events chair to plan the Holiday Party, with the Networking Chair to plan events and advise the section on other events to be involved in. This is a good role if you are looking for a minimum time commitment.

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PD Events

Do you like planning and organizing fun events? This position could be for you! PD Events organizes professional development events for SWE-D between September and May. Events may be done on a bi-monthly basis, or as the chair's schedule permits. PD Events organizes the topic, speakers, location, RSVPs and food for each meeting. Event topics should vary (be creative!), covering topics such as work/life balance, professional development, technical topics, local industry tours and other events. You may work with the Membership Circle Leads and the Networking Chair to create joint events and coordinate efforts.

PD Awards & Recognition Chair

The PD Awards & Recognition Chair is responsible for coordinating a calendar of award/recognition opportunities for SWE-Detroit, WE-Local, and national SWE society awards, affiliate society awards, and other professional development recognition. They are a strong advocate for internal & external recognition of women engineers, leading the “Member Spotlight” column in our newsletter/blog, and frequently send reminders about awards packet submission deadlines to encourage nominations of SWE-D members and supporters.

PD Book Club

Do you enjoy reading and discussing books? This may be the position for you! Responsible for coordinating the book club each month by deciding the date, coordinating which member chooses the book each month, and sending reminders about the event. The current book club is held in Royal Oak.

VP Outreach

The VP Outreach officer is responsible for overseeing their committee chairs, organizing the volunteers for the ESD Future City Competition, and requesting SWE-D to provide outreach volunteers for any events that seem appropriate. As a STEM leader, we are often approached to help at events held for elementary through college students, including: FIRST Robotics, STEM Fairs, etc. Along with the Executive Council members, you will decide which events can be supported by SWE-D volunteers.

Scholarships

The Scholarships Chair is in charge of: providing counselors with scholarship applications, collecting completed applications, holding meetings with SWE members to review applications, and finalizing the scholarship winners. Along with the scholarship process, you will help the Fund Development Chairs to find corporate funding for the scholarships. The scholarships are presented at the SWE-D Banquet, so you will also be responsible for contacting the scholarship winners and working with the Special Events Chair to work the scholarship presentations into the agenda.

Awards

The Awards Chair works along with the Scholarships Chair to contact high schools. In this role, you are responsible for sending nomination forms to counselors, reviewing submissions, and awarding students with Madam Curie certificates and medals. The Madame Curie Award was created by Detroit SWE Member Patricia Shamamy.

Girls' Engineering Exploration Co-Chair

The Girls' Engineering Exploration (GEE) is one of SWE-D's signature events. There are two GEE Co-Chair positions. Each chair is responsible for leading the planning committee for GEE - which is held in Feb/March of each year. You will plan the kick-off planning committee meeting, keep track of each volunteer's tasks, and be in charge of high-level action items such as securing the venue, the date, creating the day-long agenda, and resolving any issues that arise. Although it is helpful to have attended GEE in past years, it is not a prerequisite for this position. This role takes a lot of drive and time commitment, but it pays off when you see the impact the event has on the 4th - 6th grade girls' enthusiasm for engineering.

College Relations Chair

The College Relations Chair serves as the liaison between the SWE-D section and the Collegiate Sections. You are responsible for ensuring the collegiate sections have counselors and advisors, informing them of applicable SWE-D professional events, offering assistance for their events, and planning a Fall and Spring Transition Party. The Fall Transition Party is typically held in conjunction with the Holiday Party whereas the Spring Transition Party is a standalone event held at a restaurant where the graduating collegiates get the chance to network with professional SWE-D members.

Maker Faire

The Maker Faire Chair is responsible for planning the SWE-D booth for the annual Henry Ford Makers Faire (held in July). You will round up volunteers to develop a booth theme and activity, and coordinate the time slots for members to volunteer their time to run the booth on this two day event.

High School Outreach

The High School Outreach Chair is responsible for planning the SWE-D involvement with local high schools. You will organize a minimum of one event each fall and spring, including theme development, activity, and volunteers from the Section.

Outreach Special Events Chair

The Outreach Special Events Chairs oversees the development of the Maker Girl Mania activity, assists with developing a SWENext event for Southeast MI, and coordinates the Section's involvement in other Detroit-area STEM outreach events as requested. The Chair reports to the Vice President of Outreach and aids in the future strategic planning of Outreach activities or events that the Section may have continued involvement with in the future.

Secretary

The Secretary is responsible for taking meeting minutes during the monthly Executive Council meetings, managing the committee, and submitting an application at the end of the fiscal year for the Communications Award. This is a great position for those that would like to hold an officer position but are new to the SWE-D section.

Newsletter/Blog Editor

The Newsletter and Blog Editor Chair is responsible for compiling, editing and publishing content to the SWE-D Blog. Officers and Chairs will email communications to be posted to the blog and these should be posted on a timely basis. This is an excellent role for someone who would like to be more involved in SWE and has a bit of time to spare each week in keeping the blog up to date.

Publicity

Do you enjoy social media and want to tell the world about SWE-D's upcoming events? This is a great position for someone getting started with SWE. You will be in charge of publicizing upcoming SWE events and be the primary publicity and social media contact. We currently use email lists, Facebook, Instagram, Linked In, Blog and our Website to disseminate information. In this position, you would also help design and send out postcards to our membership for our September Kick-Off, Professional Development Conference and June SWE Awards Banquet.

Electronic Communications

The Electronic Communications Chair of SWE-D has two primary areas of responsibility: SWE-D e-mail lists and maintenance of the SWE-D web pages. The SWE-D email list must be updated on a monthly basis to account for added and dropped members. The SWE-D website must undergo changes to account for corporate sponsors, executive council positions, and current upcoming events. This is a position for someone who enjoys website editing and learning more about SWE. You may just update the sections that need updated on a yearly basis, or go above and beyond and create a more organized and seamless layout. www.swedetroit.org

Historian

The Historian is responsible for documenting and organizing the history of SWE Detroit. This position has great potential for someone interested in collecting the history that we currently have and organizing it in a useful, well preserved manner. In 2017, SWE-D will celebrate 65 years, and having a comprehensive history to share with our members would be excellent.

Treasurer

The Treasurer is an important position and should be held by a member who has been involved at the Executive Council level for a couple of years. In this position you are responsible for creating a budget, with the help of the other officers, and tracking the section's finances throughout the Fiscal Year. You will also issue reimbursements, fulfill invoices, deposit checks, track personal and corporate donations, submit the yearly financial report, oversee yearly financial audits, and oversee the filing of the section's taxes. This is an ideal position for someone who is organized and prompt, as finances will need updated on a monthly basis (at a minimum) and invoices, reimbursements, etc need to be expedited, at times.

Fund Development Co-Chair

We have 3 Fund Development Co-Chair positions. These chairs, together, are responsible for planning 1-2 fundraising events for our scholarship program and for sending out a yearly member donation solicitation letter. You may coordinate a tried-and-true fundraising event (bowling, etc.) or come up with an event that is completely your own. You will also help with finding Corporate Sponsors for Scholarships, GEE and PDC, and creating/selling SWE-D merchandise.

Electronic Transactions

The Electronic Transactions chair is responsible for managing our online ordering and registration system. We use Form Smarts, which allows you to build forms to collect information and payments. You will create and maintain Form Smart registration forms when needed for: PD Conference Registration, Coloring Book Sales, Banquet Ticket Sales, and any other events that require payment or merchandise that is sold online. Along with Form Smarts, we use Pay Pal, so you will work with the Treasurer to ensure the two are linked and the forms are working properly.

Section Representatives

Our 3 Section Representatives represent the SWE-Detroit Section on the Region and Society levels, and relay information from regional meetings back to the section. Section Reps attend HART, Region H and Annual Conference. This position is ideal for someone who has been involved with SWE-D for a few years and is interested in learning more about SWE outside of the Detroit Section.

Alliance Council

Individuals from companies, or groups, in the area which serve as liaisons between SWE and their entity. Companies include: General Motors, FCA, Ford, Consumers, DTE, Valeo and Toyota. Groups include: NSBE, SHPE, and ESD.

Advisory Council

A group of individuals, mostly past presidents, whose role is to advise the president in any important matters. The president may call a meeting with this group to discuss finances, elections, or any other important topics regarding the SWE Detroit section.