

## FY22 Leadership Position Descriptions

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## All – General Qualifications

All leadership applications should meet the following minimum qualifications:

- SWE member in good standing
- General SWE knowledge
- Good interpersonal skills
- Prior leadership experience
- Good communication skills
- Effective in team environments including virtual

Training will be provided to all SWE leaders, through an in-person program held in conjunction with the Board of Directors installation or a virtual series. Funding may be provided for leaders to join an annual in-person training event. Funding for other travel is not budgeted unless specifically outlined in the description.

The chairs-elect of the standing committees (Audit, Bylaws, Ethics, Finance, and Nominating) are slated by the Nominating Committee and selected by Society election. Members of the nominating committee are solicited with the committee leadership call and included here.

While their descriptions are included for completeness, the following committees are not included in the FY22 call for the reasons noted:

- SWE Representative to ABET Board (3-year term; next selection for FY23)
- Conference Advisory Board (chair selected from within committee per procedure)
- Editorial Board (chair selected from within committee per procedure)

## Committee Chair – Awards and Recognition

### Awards and Recognition Committee Description

The Awards and Recognition Committee is responsible for awards presented by the Society to individuals and groups. The committee coordinates all phases of activity relating to the selection. For each set of awards, the committee prepares and distributes the annual Awards Package, collects nominations, reviews nominations against the requirements of each award, and finalizes the impressive roster of award recipients. The individual and SWE mission awards are presented at the SWE Annual Conference, with other awards presents in different venues. The committee continually seeks new opportunities to recognize SWE members and other individuals by spearheading the effort to adopt new awards that support the vision and mission of SWE. The committee also gathers feedback and supports continuous improvement projects, including improvements for diversity, equity and inclusion.

### Job Description for Awards and Recognition Committee Chair

- Prepare annual call for nominations for Society Individual Awards, Mission and Multicultural Awards and WE Local Awards.
- Prepare training presentations for each awards program.
- Recruit and assign coordinators and judges for each award and remain in contact with committee on the selection process of each award.
- Maintain a good relationship with Headquarters staff, and coordinate and support all efforts related to awards programs including: budgetary decisions, information dissemination and procedural and process issues.

- Coordinate details of the awards presentations and publication requirements with Headquarters Contact and magazine editor.
- Collaborate with the Executive Director, Board of Directors liaison, corporate representatives and others, as required, to implement award program improvements and add new awards as their need is recognized in keeping with the strategic vision of the Society.

**Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

**Skills/Competencies Desired for Awards and Recognition Committee Chair**

- Previous Awards and Recognition Committee experience as a judge or coordinator is required.
- Ability to maintain confidentiality.
- Solid public speaking and written communication skills.
- Ability to form and oversee strategic improvement project teams.

**Affinity Groups Co-Lead – Business & Interest AGs**

**Affinity Group Description**

The SWE Affinity Groups (AG) are communities of individuals who share the same interests and goals. These groups help build community, provide professional development opportunities, and empower and celebrate women from different paths of life. In FY21, SWE has 11 AGs structured under two main groupings; The Diversity and Inclusion AGs and the Business and Interest AGs. Each group has a leader that provides connection of the individuals AGs to each other and the greater SWE organization.

The Business & Interests Affinity Groups are communities focused on professional, social, and networking opportunities around common interests. The focus of these AGs is loosely centered on the members’ business environment, business interest, and/or experiences.

**Job Description for Business & Interest AGs Co-Lead**

- Serve as the advisor to all Business & Interest AGs.
- Coach AG leaders throughout the year to (1) meet the needs of their members and (2) accomplish the AG goals.
- Host regular check-ins with the AG leaders to share best practices, discuss progress to goals, etc.
- Manage the AG led content for the WE Annual Conference (i.e.: panel sessions, networking lunch, meet-ups).
- Serve as an evaluator for the annual call for new AGs and provide coaching for interested / future AGs on the process.
- Provide regular updates to BOD Liaison.
- Write annual report and update transition document.

**Term Commitment – 1 year**

**Skills/Competencies Desired for Business & Interest AGs Co-Lead**

- Champion for diversity and inclusion internally within the Society as well as externally in the engineering community.

- Working knowledge of SWE's Core Value on Inclusive Environment and alignment to SWE's Diversity Principles,
- Previous AG experience.
- Coaching, self-reflection, and goal setting for self and others.
- Event / project planning.
- Demonstrated ability to lead a diverse, remote team.
- Strong and consistent communication skills (in-person and virtual, presentations and public speaking).

## **Affinity Groups Co-Lead – Diversity & Inclusion AGs**

### **Affinity Group Description**

The SWE Affinity Groups (AG) are communities of individuals who share the same interests and goals. These groups help build community, provide professional development opportunities, and empower and celebrate women from different paths of life. In FY21, SWE has 11 AGs structured under two main groupings; The Diversity and Inclusion AGs and the Business and Interest AGs. Each group has a leader that provides connection of the individuals AGs to each other and the greater SWE organization.

The Diversity and Inclusion Affinity Groups generally align with protected classes under United States Federal anti-discrimination laws. These AGs focus on the needs of social minority populations and develop programs tailored to serve these communities.

### **Job Description for Diversity & Inclusion AGs Co-Lead**

- Serve as the advisor to all Diversity and Inclusion AGs.
- Coach AG leaders throughout the year to (1) meet the needs of their members and (2) accomplish the AG goals.
- Host regular check-ins with the AG leaders to share best practices, discuss progress to goals, etc.
- Manage the AG led content for the WE Annual Conference (i.e.: panel sessions, networking lunch, meet-ups).
- Serve as an evaluator for the annual call for new AGs and provide coaching for interested / future AGs on the process.
- Provide regular updates to BOD Liaison.
- Write annual report and update transition document.

### **Term Commitment – 1 year**

### **Skills/Competencies Desired for Diversity & Inclusion AGs Co-Lead**

- Champion for diversity and inclusion internally within the Society as well as externally in the engineering community.
- Working knowledge of SWE's Core Value on Inclusive Environment and alignment to SWE's Diversity Principles,
- Previous AG experience.
- Coaching, self-reflection, and goal setting for self and others.
- Event / project planning.
- Demonstrated ability to lead a diverse, remote team.

- Strong and consistent communication skills (in-person and virtual, presentations and public speaking).

## **Committee Chair – Conference Advisory Board**

### **Conference Advisory Board Description**

The Conference Advisory Board (CAB) consists of representatives from professional, collegiate and corporate members, and upcoming host areas. The Board of Directors ensures that the SWE Conference supports SWE's mission and goals; is a professional experience for all attendees; has high quality programming; and meets the needs of the members, participating market segments and supporting employers. The CAB is responsible for setting the strategy for future SWE Conferences, including assessing successes and improvement opportunities of past Annual Conferences, identifying target markets to grow the conference in the future, and working with Headquarters and the upcoming host committees to create exciting worthwhile conferences. Note that the Board of Directors does not appoint Chairs for this Committee.

### **Job Description for Conference Advisory Board Chair**

- Lead the CAB in defining and developing conference programming including conference theme, schedule, program goals, sessions and program tracks, interaction opportunities, special events, and outreach opportunities.
- Develop methods for and assess conference programming effectiveness.
- Support SWE membership and visibility goals.
- Coordinate team teleconference meetings and twice-yearly face-to-face (or virtual) meetings.
- Provide CAB planning information to the Board of Directors through the committee's liaison.
- Manage all CAB activities, create sub-committees and/or teams as needed, coordinate selection of CAB members, and keep Society leadership informed of CAB activities.
- Participate in the selection process for a successor as Chair.
- Interface with Headquarters on programming decisions and assignments.

### **Term Commitment – 2 years**

Chair is selected from within the committee. Candidates interested in becoming chair should join the committee using the committee volunteer process.

### **Skills/Competencies Desired for Conference Advisory Board Chair**

- Prior CAB or Conference Planning Committee experience or equivalent experience within another organization.
- Ability to work at a strategic level.
- Ability to motivate other leaders.
- Ability to interact with all levels of corporate representation and membership.
- Business dynamics and value skills.
- Professional presentation skills.

## **Committee Chair – Curriculum**

### **Curriculum Committee Description**

The Curriculum Committee is the strategic body to ensure high quality content is provided to lifelong learning for SWE members. It is responsible to oversee and advise on the Society's

professional development offerings. It manages content and provides guidance, recommends and creates content, and trains SWE leaders. This includes:

- Providing input on and supporting professional development activities at SWE conferences, section events, and virtual training
- Advising on and supporting the development of new professional development programming for SWE by serving as the “voice” of the membership in determining new topics that will support different target audiences
- Bringing cohesion amongst the different committees working on professional development by maintaining high standards of quality and promoting lifelong learning within SWE
- Keeping program tracks consistent across our training activities and events (objectives & outcomes defined) through the high-level review process
- Participating in the high-level review of program evaluation data and membership survey results

The Curriculum Committee will ensure a diverse group of individuals that represent all stakeholders within SWE are evaluating the content of professional development programming.

#### **Job Description for Curriculum Committee Chair**

- Lead the Committee in managing, creating and training professional development for SWE members
- Guide the development of the curriculum via gap analyses, surveys, benchmarking, and other methods as appropriate
- Work with the committee to recommend speakers and subject matter experts along with ensuring all members have means to do the same
- Provide feedback on proposals for new programming and participate as beta users for new training material and delivery methods
- Understand and manage SWE’s Leadership Competency Model and change control for Society content
- Review existing materials available to members to ensure it is current and relevant
- Work closely with the Director of Learning and Board of Directors liaison
- Manage all committee activities

#### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year Chair)**

#### **Skills/Competencies Desired for Curriculum Committee Chair**

- Must be able to work at a strategic level and be in tune with the “voice” of the membership
- Knowledge of professional development topics and speakers and developing curriculum for professional or collegiate section activities
- Familiarity with the Advanced Learning Center
- Solid verbal, written, computer communication and presentation skills
- Background/experience in training and education

### **Committee Chair – Editorial Board**

#### **Editorial Board Description**

The Editorial Board provides input, support, and insight into the engineering profession to the professional staff of *SWE Magazine*; suggests themes for each issue and topics for articles; solicits articles from experts with whom they are connected, and act as a sounding board for critical issues facing SWE and women engineers in general and how best to address them in the magazine. The Editorial Board ensures that SWE Magazine supports SWE’s mission and

goals, presents a professional image, helps position the Society externally, has high quality articles, provides goodwill, and meets the needs of the members. Note that the Board of Directors does not appoint Chairs for this Committee.

#### **Job Description for Editorial Board Chair**

- Works with the SWE Magazine Editor to develop agendas for two Editorial Board meetings annually (may be more meetings if held virtually).
- Leads the meetings of the Editorial Board each year.
- Maintains communications with the Editorial Board between meetings.
- Works closely with the SWE Magazine Editor and the Executive Director to resolve any questions or issues related to magazine content or editorial policy between meetings.

#### **Term Commitment – 3 years (1 year as Chair-Elect / 2 years as Chair)**

Chair is selected from within the committee. Candidates interested in becoming chair should join the committee using the committee volunteer process.

#### **Skills/Competencies Desired for Editorial Board Chair**

- Previous Editorial Board experience strongly preferred.
- Broad interest and knowledge of issues impacting the engineering profession in general and women engineers in particular desired.

### **Coordinator – Government Relations and Public Policy**

#### **Government Relations and Public Policy Coordinator Description**

The Government Relations and Public Policy (GRPP) coordinator educates members about public policy matters relevant to women in engineering, and provides tools and training to allow members to participate in public policy discourse at the US national and local levels, and to educate other professional societies and policy makers on matters relevant to women in engineering. The GRPP coordinator works closely with the SWE Washington Representatives and the Executive Director.

#### **Job Description for Government Relations and Public Policy Coordinator**

- Speak for SWE on matters that fall within the Senate-approved position papers.
- Identify and recommend changes or additions to SWE's Senate-approved position papers.
- With the Washington Representatives and Executive Director, develop the GRPP strategy for the fiscal year.
- Engage GRPP-interested members within the broader SWE membership in implementing activities to support the strategy.
- With the SWE Washington Representatives, develop and support SWE's public policy activities.

#### **Term Commitment – 2 years (1 year as Coordinator-Elect / 1 year as Coordinator)**

#### **Skills/Competencies Desired for Government Relations and Public Policy Coordinator**

- Ability to interact with all levels of organization, membership and Headquarters staff.
- Previous GRPP experience strongly preferred

## **Coordinator – Graduate Member**

### **Graduate Member Coordinator Description**

The Graduate Member Coordinator (GMC) is responsible for representing the interests of graduate student members in the Society, fostering a network and community of graduate student members, increasing graduate student membership, and maintaining and improving programs and services for graduate students offered within the society. The GMC will be assisted by the Graduate Community leadership team, as defined by the GMC and GMC-elect.

### **Job Description for Graduate Member Coordinator**

- Serve as a resource for graduate students and foster communications between graduate students.
- Serve as the point of contact between the Board of Directors and other Graduate members and leaders and submit reports as required.
- Participate in meetings with the Collegiate Director as requested.
- Support communication paths among SWE leadership teams, including Collegiate Sections and the Women in Academia Committee.
- Coordinate monthly Graduate Community leadership team meetings.
- Foster communication with graduate student members by maintaining the Graduate Student Blog, listserv, social media accounts and articles in the SWE All Together.
- Support the Graduate Community leadership team in their duties.
- Maintain and seek out new programs and services for the graduate members, including professional development blog posts, webinars, and networking sessions.

### **Term Commitment – 2 years (1 year as Coordinator-Elect / 1 year as Coordinator)**

### **Skills/Competencies Desired for Graduate Member Coordinator**

- Leadership ability, especially in leading diverse teams.
- More than one-year out from completing a graduate program at start of term.
- Graduate community experience or equivalent experience within another organization strongly preferred. Past experience with a local SWE collegiate and/or professional section desired.
- Experience with collaborative tools (e.g. Google Docs, Teamwork).

## **Committee Chair – Integrated Marketing Advisory Board**

### **Integrated Marketing Advisory Board Description**

The purpose of the Integrated Marketing Advisory Board (IMAB) is to advise the Society on communications focusing on public relations and social media.

### **Job Description for Integrated Marketing Advisory Board Chair**

- Serve as subject matter expert to assist sections, affiliates, committees and other SWE groups with integrated marketing plans for their public relations and social media.
- Advise sections, affiliates, committees and other SWE groups on the correct usage of the SWE brand.
- Propose social media articles and campaign ideas to SWE's Public Relations team.
- Provide regular updates on activities of the Advisory Board to the Board of Directors' Liaison.



## **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for Integrated Marketing Advisory Board**

- Working knowledge of SWE's branding guidelines.
- Working knowledge of various social media platforms.
- Strong communication skills.
- Ability to interact effectively with all levels of leadership and staff.

## **Committee Chair – Leadership Coaching**

### **Committee Description**

The Leadership Coaching Committee (LCC) is a trained group of experienced SWE members who work with section, Members at Large (MAL), and affiliate leadership to develop and support SWE leaders at all levels. Leadership Coaches provide meaningful coaching by: working with Sections and Affiliates one-on-one, collaborating with other SWE committees focused on leadership development, developing and maintaining effective coaches while leveraging available SWE resources in support of leadership and pipeline development, assisting in new section/group development, and helping to guide further curriculum development.

### **Job Description for Chair**

- Create/update committee strategic and tactical plans as required.
- Maintain annual budget provided by SWE HQ.
- Document leadership training activities and other metrics.
- Manage internal training and development plans for coaches and committee team leads.
- Maintain website and social media channels.
- Recruit and train new coaches as necessary.
- Report committee results and activities to Board of Directors liaison when requested.
- Attend Society Annual (required) and WE Local (as able) conferences.
- Plan and lead committee meetings and teleconferences throughout the year.

## **Term Commitment - 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired**

- Previous Section Vitality or Leadership Coaching experience preferred.
- Professional or collegiate section leadership experience preferred.
- Ability to interact positively with all levels of the organization and HQ staff.
- Personal characteristics: flexible, forward thinking, enthusiastic, professional, able to accept criticism and feedback.
- Problem solving and facilitation skills.
- Experience in change management.
- Extra emphasis is placed on the following basic skills:
  - An outgoing, inspirational personality.
  - Communication skills.
  - Effective in team environments and motivation of others.

## **Coordinator (2 positions) – Leadership Development Program**

### **Leadership Development Program Description:**

The Leadership Development Program (LDP) is a rebranding of the SWE Future Leader program. The goal of the program is to foster a sense of community among collegiate SWE members while delivering content focused on the SWE leadership competency model and creating or building upon a basic SWE knowledge foundation. The program provides collegiate members with exposure to leaders within SWE and allow them to expand their SWE network through conferences as well as guest speakers throughout the year.

The LDP Track Coordinator directs and assists one of two tracks consisting of 20-30 students each depending on track. Students are divided into tracks based on leadership experience. Students are selected annually and mentored by the coordinators throughout the fiscal year. This includes engaging the students through webinars, networking calls and creating a personal development plan. Coordinators are key in building SWE's leadership pipeline.

### **Job Description for LDP Track Coordinators:**

- Complete kickoff call to introduce the program and provide an LDP overview
- Conduct monthly SWE education and leadership development calls; discretion may be used to conduct calls in July, the month of Society conference, December, and June if necessary.
- Provide assignments in between calls for the purposes of networking, professional/leadership development, conference preparation, and SWE leadership development.
- Recruit and select the annual class of participants with potential to become future leaders in SWE, with Advanced track including a focus on reaching out to the LDP beginner coordinator for recommended participants.
- Assist with the selection process for the following year's coordinator elects

### **Term Commitment – 2 years (1 year as Coordinator-Elect / 1 year as Coordinator)**

### **Skills/Competencies Desired for all LDP Coordinators**

- Previous Collegiate Member familiar with the SWEFL program
- Excellent communication skills
- Skilled mentor and coach

## **Committee Chair – Membership**

### **Membership Committee Description**

The Membership Committee is chartered to advise the Board of Directors on membership matters and to assist in the preparation of proposed strategic membership programs. The Membership Committee evaluates strategic goals of relevance to membership programs and determines the appropriate method to implement these strategies. The Mentoring Facilitation Work Group reports to the Membership Committee. The Mentoring Facilitation Work Group assesses and increases the visibility of existing SWE mentoring programs and shares tools, resources and best practices/lessons learned.

### **Job Description for Membership Committee Chair**

- Develop and maintain an effective team that strives to continuously improve the internal processes of the committee while ensuring smooth transitions between volunteers year over year.
- Determine and oversee various workgroups to address opportunities regarding strategic membership growth.
- Coordinate team teleconference meetings and as required face-to-face meetings.
- Prepare and submit reports of activities and committee results to the Board of Directors liaison.
- Coordinate with other committee chairs, as applicable.
- Work closely with the Headquarters staff to resolve any questions or issues related to membership programs.
- Provide committee planning and budget information to the Board of Directors through the liaison.
- Participate in the selection process for a successor as Chair and coordinate selection of Membership members.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 years as Chair)**

### **Skills/Competencies Desired for Membership Committee Chair**

- Broad interest in and knowledge of SWE membership market segments.
- Membership Committee experience or equivalent experience within another organization strongly preferred. Section/ MAL membership position leadership experience preferred.
- Cultural awareness and appreciation of diverse teams.
- Leadership ability, especially in leading diverse teams.
- Interpersonal skills: supportiveness, listening, responsiveness, ability to multi-task, business professionalism.
- Solid verbal, written, computer communication and presentation skills.
- Ability to work at a strategic level.
- Ability to motivate other leaders and delegate effectively.
- Ability to interact positively with all levels of organization and Headquarters staff.

## **Member (5 positions) – Nominating Committee**

### **Nominating Committee Description**

The nominating committee is responsible for soliciting and vetting candidates for society leadership positions including members of the Board of Directors, Senators, Senate leadership, Chairs-Elect of the standing committees, and the Board of Trustees. Significant time is spent evaluating candidates and providing feedback to the committee.

### **Job Description for Nominating Committee Member**

- Review candidate information (statements, resumes, video interviews, feedback) and appropriate documents
- Present unbiased candidate pros and cons for each candidate based on the information submitted, not necessarily be an advocate for every nominee.
- Actively engage with qualified candidates to encourage them to apply for open positions

- Attend most teleconferences and participate in email discussions. During the candidate evaluation period from October—January, expect 1-3 telecons per week. The remainder of the year, 1-2 calls per month is more typical.
- Provide input via email in advance of any meetings that they know they will miss. It is understood that everyone will not make every meeting.
- Attendance at two face-to-face meetings is strongly encouraged (and funding is available), one in conjunction with the board installation and the other at the society annual conference.

### **Term Commitment – 2 years**

### **Skills/Competencies Desired for Nominating Committee Member**

- Recent experience at the Society level required
- Interest in shaping the future of SWE
- Knowledge of SWE bylaws, procedures and the Strategic Plan, as well as the SWE Leadership Competency Model
- The nominating committee members need to use discretion because the nature of meetings, discussions and email communications are highly confidential and must not be shared outside of the nominating committee.

## **Committee Chair – Outreach**

### **Outreach Committee Description**

The purpose of the Outreach Committee is to provide valuable programs, resources, training, and support for SWE members and adult advocates (e.g. parents, educators, counselors, etc.) to introduce girls to engineering, cultivate a STEM identity, and bring those students into SWENext.

The committee provides tools and guidance to those who deliver outreach, including SWE adult members (collegiate, professional, and educator), the community of adult advocates (parents, teachers, coaches, and mentors), and SWENext'ers who deliver outreach to:

- Lead effective outreach activities in their community;
- Develop effective ways for SWE members and sections to share outreach best practices;
- Track key outreach metrics; and
- Train SWE members on how to effectively deliver outreach in the community.

The Outreach Committee works closely with SWE Headquarters to stay in tune with the needs of the members, identifying new programs and projects and the costs associated with them.

### **Job Description for Outreach Committee Chair**

- Lead the committee focus area leads and work group leads while maintaining close collaboration with SWE Headquarters for all matters pertaining to Outreach.
- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Work with work group leads and SWE Headquarters to maintain digital Outreach information and resources.
- Organize yearly events during SWE Annual Conference to promote awareness of Outreach activities.

- Electronically publish helpful Outreach information periodically (every 4 to 6 weeks) to Section Outreach Reps, Outreach ListServ, and other constituents of Outreach.
- Report to the SWE Board of Directors three times a year on matters pertaining to Outreach.
- Attend meetings with SWE Headquarters staff and Board of Directors liaison, meetings with the Outreach Committee, and occasional meetings with Work Groups when the Chair can provide input or help.
- Respond to and advise the SWE members' questions and concerns to the in achieving their goals by providing a member-focused approach.
- Communicate key information from SWE Board of Directors and SWE HQ to the Outreach Committee.

**Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

**Skills/Competencies Desired for Outreach Committee Chair**

- Prior K-12 volunteer experience at section, affiliate, member at large, or committee level and or other educational organizations.
- Prior experience working with Adult Advocates for STEM, through either Parent/Educator or external organization STEM advocate programs.
- Previous Outreach Committee experience valued.
- Ability to guide and motivate other leaders.
- Ability to manage multiple projects at multiple levels.
- Must be able to work at a strategic level.
- Ability to recognize cultural differences between SWE groups and adjust program deliverables accordingly.
- Have a passion for K-12 education and the role engineering plays in the educational system.

**Committee Chair – Program Development Grants**

**Program Development Grants Committee Description**

The Program Development Grant fund was established in 1998 and provides the Society of Women Engineers with a cohesive funding vehicle to financially support activities of its members globally; and to provide funding for Society-level Committee pilot projects. The funds will be used for programs that are dedicated to: encouraging women and girls of all ages to pursue engineering studies, engaging practicing women engineers in professional development, and providing a forum for diversity Issues and training. Projects supported by the Program Development Grants Committee are selected through a quarterly submittal and review process.

**Job Description for Program Development Grants Committee Chair**

- Responsible for content of communications to Society leadership, committee, and membership, procedures development and updates, and any revisions to schedule for submission and review.
- Prepare submissions, as required, for committee reviews.
- Conduct telephone and/or web conferences with the committee to select submittals to be funded and the amount to fund.
- Coordinate with submitters to seek clarification or modifications of submittals as required.
- Assure funders' requirements are satisfied using fiscally prudent stewardship.
- Send a list of awards with funding amounts to Headquarters for disbursement.

- Ensure timely Headquarters updates of online content via social media and web page, along with issuance of formal notifications following reviews, requests for overdue reports, and disbursement or reimbursements communication.
- Review final reports for adequacy and compliance.
- Follow up with grantees to ensure timely completion of reports and return of unused funds.
- Analyze historical data to determine recommended budget in concert with SWE staff liaison, along with strategic initiatives for process improvement.
- Chair-elect to serve as liaison to Outreach committee on monthly calls.

**Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

**Skills/Competencies Desired for Program Development Grants Committee Chair**

- Able to establish and adhere to operating rhythm with deadlines.
- Technologically literate with intermediate computing skills: spreadsheets, pdf, presentations, business analytics.
- Demonstrated multi-directional multi-modal communication skills (up, down, and lateral).
- Demonstrated ability to lead a diverse, remote team to consensus.
- Previous Program Development Grant committee experience preferred.
- Previous Finance, Outreach, or Curriculum committee experience desirable.
- Previous Program Development Grant award experience desirable.

**Coordinator – Scholarship**

**Scholarship Coordinator Description**

The Scholarship Coordinator is responsible for promoting and overseeing SWE’s extensive scholarship program to undergraduate, graduate, and re-entry students.

**Job Description for Scholarship Coordinator**

- Manage Scholarship selection process and improvements as needed.
- Coordinate additional corporate support of Scholarship Program with SWE Headquarters and Board of Trustees.
- Interface with Headquarters concerning staff support activities.

**Term Commitment – 2 years (1 year as Coordinator-Elect / 1 year as Coordinator)**

**Skills/Competencies Desired for Scholarship Coordinator**

- Previous scholarship program experience preferred.
- Must be able to work at a strategic level.

**Committee Chair – Student Programs**

**Student Programs Committee Description**

The Student Programs Committee provides relevant content and programming for both K-12 students interested in STEM and for SWENext Clubs. Additionally, this committee helps to cultivate a SWE identity for K-12 students who are considering pursuing an engineering or technology major in college. Through these efforts, the Student Programs Committee supports

the goals and mission of the Society of Women Engineers to increase the number of females choosing to study engineering and technology in college and enter the engineering and technology professions.

The committee will develop and provide resources and materials for K-12 students interested in STEM as well as for SWENext Clubs; coordinate and run society-level leadership opportunities for SWENext members, including the SWENext High School Leadership Academy and the SWENext Advisory Board; and coordinate and run society-level K-12 awards and competitions, including events at WE Local conferences. The Committee will work closely with SWE Headquarters and with the Outreach Committee.

### **Job Description for Student Programs Committee Chair**

- Identify and develop programs for K-12 students that serve SWE goals and strategic plan objectives.
- Evaluate literature, videos, data, etc. in collaboration with the Outreach Committee to share with SWE members, as appropriate.
- Lead the committee work group leads while maintaining close collaboration with SWE Headquarters for all matters pertaining to Student Programs.
- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Report to the SWE Board of Directors three times a year on matters pertaining to Student Programs.
- Lead monthly meetings with the Student Programs Committee and attend occasional meetings with Work Groups when the Chair can provide input or help.
- Additionally, either the Chair or Chair-Elect of the Student Programs Committee will serve as a liaison to the Outreach Committee.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for Student Programs Committee Chair**

- Prior K-12/SWENext volunteer experience at section, affiliate, member at large, or committee level and/or other educational organizations.
- Previous Student Programs Committee or Outreach Committee experience valued.
- Ability to guide and motivate other leaders.
- Ability to manage multiple projects at multiple levels.
- Must be able to work at a strategic level.
- Ability to recognize cultural differences between SWE groups and adjust program deliverables accordingly.
- Have a passion for K-12 programming.
- Skilled at systems thinking; able to integrate SWE goals and long-range planning with respect to the development of programs.

## **Representative – SWE Representative to ABET Board**

### **ABET Board Description**

The Accreditation Board for Engineering & Technology (ABET) Board of Delegates (BoDel) is responsible for the governance, organizational strategy, and society membership policies of ABET, Inc. The BoDel oversees the activities of the four ABET commissions, which have operating responsibility for accreditation criteria and procedures and conducting program

accreditation reviews. The BoDel oversees the Accreditation Council, which manages the training and assessment of program evaluators. The BoDel is responsible for the final approval of changes in accreditation criteria proposed by the four commissions, and for the final review of appeals to accreditation decisions.

As a member society of ABET, SWE is assigned a seat on the ABET BoDel. The SWE representative is often well-positioned to play a significant role in helping frame key ABET strategy and policy issues, and shaping the perspective of other ABET BoDel and Board of Directors members.

### **Job Description for SWE Representative to ABET Board**

- Serve as a member of the ABET BoDel and eligible for service on ABET subcommittees and work groups.
- Attend two in-person ABET Board meetings per year. The meetings take place all day on a Friday and Saturday, typically in March and November. There is also an optional Thursday gathering for the societies. On the Friday night, the SWE delegate is invited to attend the ABET awards gala. Travel funding is available.
- Stay informed about trends in the content and delivery of engineering and technology education in the US, and their implications for the accreditation process.
- Stay informed about trends in accreditation philosophy, policy and practice, their application to the engineering, computing and technology (ECT) disciplines, and the impact of ABET accreditation and procedures on ECT programs and schools.
- Stay informed on published ABET governance policy and procedure, and hold relevant officials accountable for adhering to these requirements.
- Serve as an advocate for responsible and transparent financial and budgeting processes and policies.
- Work with other SWE volunteers and staff to assure that relevant ABET Board discussions and decisions are communicated to appropriate SWE committees and that ideas and concerns identified by SWE are communicated to ABET.
- Promote participation of SWE members in ABET reviews and in serving as ABET Engineering Program Evaluators (PEVs).

**Term Commitment – Three years (eligible for re-appointment for one additional three-year term).**

### **Skills/Competencies Desired for SWE Representative to ABET Board**

- Prior experience in the development and application of engineering accreditation criteria and procedures, as demonstrated by service on governance and/or policy committees of an existing accreditation committee, organization or related society.
- Ability to use oral and written communications skills to explain accreditation policies, practices, and philosophies to individuals with varied levels of prior knowledge.
- Ability to understand the sometimes conflicting interests of the various constituencies of ABET, and to act in the interests of the higher education ECT community as a whole, and of the general public;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills.



## Teller

### Teller Description

The purpose of the Teller is to oversee the processing of ballots for the Society Officers and other positions as requested; e.g., Trustees. Since ballots are no longer physically counted by volunteers at Headquarters (Headquarters), proximity to the Headquarters office is not critical, but the Teller should be able to travel to Headquarters if necessary.

### Job Description for Teller

- Serve as an advisor to the President of the Society for all matters related to the Society election.
- Be responsible for all aspects of the vote count (currently most of these are outsourced to an outside company, but the Teller may intercede if they feel it is justified or may be called upon if needed), reporting of the results, and resolving any protests.
- Exhibit concern and respect for all those involved in a protest process as they are valued SWE leaders.
- Assist in reviewing the ballot just prior to issuance to verify correctness of the ballot.
- Provide a written report of the election results report to the President, Secretary (for posting on the governance page of the web site), Speaker of the Senate (for presentation to the Senate at the Senate Meeting), Nominating Committee Chair, and Headquarters (for archives).

### Term Commitment – 1 year

### Skills/Competencies Desired for Teller

- Previous election process experience
- Must be able to maintain confidentiality

## Committee Chair – WE Local Advisory Board (LAB)

### WE Local Advisory Board Description

The WE Local Advisory Board (LAB) is an actively engaged group of SWE members who provide **guidance and insight on the strategy and programming** of the WE Local program. LAB members also serve as “**ambassadors**” sharing the vision of WE Local with SWE members and potential partners. The advisory board will include SWE members with diverse backgrounds, including government, academia and collegiate.

### Job Description for WE Local Advisory Board Chair

- Provides leadership, instruction, direction and guidance to WE Local Advisory Board Members
- Coordinates selection of LAB members
- Coordinate virtual teleconference meetings as needed including supporting one face-to-face meeting at Installation (may be held virtually)
- Provides guidance to the Program Subcommittee with the selection of breakout session speakers, program agenda and the WE Local Niche Networking breakfast.
- Responsible for leading breakout session discussion and selection for all Host cities.
- Supports Subcommittees and Subcommittee Leads through tactics to achieve milestones including stepping on subcommittees, as needed.
- Supports SWE membership and provides insight to WE Local’s goals and status.

- Works with Headquarters to ensure milestones are achieved including communicating responsibilities and deadlines.
- Reports all issues and question to WE Local Headquarters personnel.

**Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair**

**Skills/Competencies Desired for Conference Advisory Board Chair**

- Prior LAB or WE Local Local Host Committee experience or equivalent experience within another event space or conference.
- Ability to motivate and engage with others.
- Ability to communicate effectively, written and orally including leading virtual teams.

**Committee Chair (TBD positions based on number of WE Locals) – WE Local Host Committee (LHC)**

**WE Local Host Committee Chair**

The WE Local Host Committee (LHC) Chair are active and engaging leaders who provide guidance, support and director to up to 10-15 LHC Members. LHC Chairs act as the face and voice of their WE Local conference.

**Job Description for Local Host Committee Chair**

- Live within 50 miles of the Host City
- Hold and lead monthly LHC telecom virtual meetings.
- Attend monthly LHC Chair telecom meetings.
- Offer guidance and support to LHC including assisting with tactics and team.
- Advise LHC Members on achieving milestones for Subcommittees.
- Provide alternative solutions for LHC Members who cannot achieve milestones.
- Attend face-to-face or virtual training with fellow LHC Chairs and Local Advisory Board Members.
- Attend your WE Local conference.

**Term Commitment – 1 year**

**Skills/Competencies Desired for WE Local Host Committee Chair**

- Leadership ability, especially in leading diverse virtual teams.
- Project management including overseeing completion of milestones.
- Lean on existing relationships with Sections to promote WE Local including participating at WE Local on-site.
- Ability to interface with Society level leadership, committee and attendees.
- Be able to serve as the “face of” WE Local through speaking engagements, promotions and engagement with local sections.

**Committee Chair – Women in Academia**

**Women in Academia Committee Description**

The Women in Academia (WIA) Committee represents women engineers who have selected or are interested in an academic career path in STEM. The committee’s primary responsibilities

are to (1) effectively communicate to, engage and support women in the academic pipeline; (2) recommend professional development activities for the annual conference, WE Locals, and other programming throughout the year, targeting women in academia; (3) advocate for policies and practices that support the advancement of women in the academic pipeline; and (4) coordinate resources and programming to align with the needs of the members and the SWE mission.

#### **Job Description for Women in Academia Committee Chair**

- Develop and lead the committee, including delegation to work groups, in recommending topics, speakers, and input for future professional development programming (both inside & outside of the Annual Conference).
- Maintain an effective team that strives to continuously improve the internal processes of the committee while ensuring smooth transitions between volunteers year over year.
- Nominate committee members to serve on relevant SWE committees and task forces to implement the Society's strategic professional development and communication/recruitment activities for WIA members and to collaborate with these committees throughout the year.
- Provide committee planning information to the Board of Directors through the liaison. Work closely with the Graduate Member Coordinator, ABET Board Representative, Headquarters, and others as applicable.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.

#### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year Chair)**

#### **Skills/Competencies Desired for Women in Academia Committee Chair**

- Must be an administrator, faculty member, researcher, or equivalent at a college or university.
- Previous experience on WIA committee or equivalent desired.
- Leadership ability, especially in leading diverse teams.