FY21 Leadership Position Descriptions

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All – General Qualifications

All chair, chair-elect, coordinator, and coordinator-elect applications should meet the following minimum:
• SWE member in good standing
• General SWE knowledge
• Good interpersonal skills
• Prior leadership experience
• Good communication skills
• Effective in team environments including virtual

A committee chair training program has been implemented for FY20 and funding for each committee chair to attend the session at BOD 1 will be provided. Any other funding for travel is not budgeted for chair and chair-elect positions, unless specifically outlined below.

For the sake of completeness, descriptions are provided for all committees and coordinator positions. Please note, however, that the following committees currently select their own chairs from within the committee following their respective procedures. Candidates interested in becoming chair should join the committee using the Committee Volunteer process.
  • Conference Advisory Board
  • Editorial Board

Chairs-elect for the following standing committees are now slated for election by the nominating committee and voted for by the general membership.
  • Audit
  • Bylaws
  • Finance
  • Ethics
  • Nominating

Committee Chair – 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.

Job Description for Chair
• Prepare annual individual awards call for nominations.
• Recruit and assign coordinators for each award and remain in contact with committee on the selection process of each award.
• Coordinate Section Awards information distribution.
• Maintain a good relationship with Headquarters staff, and coordinate and support all efforts related to individual awards 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 contact, corporate representatives and others, as required, to develop 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
• Previous Awards and Recognition Committee experience is preferred.
• Ability to maintain confidentiality.
• Solid public speaking skills are highly desired.

Affinity Group Co-Lead – Business Interest AGs

Affinity Group Description

The SWE Affinity Groups (AG) are grassroots 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 FY19, SWE has eight AGs structured under two main groupings; The Diversity and Inclusion AGs and the Business 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 social and networking opportunities around common interests. The focus of these AGs is loosely centered on the members’ business environment and/or experiences.

Job Description for 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
- 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).

Task Force Chair – Collegiate Engagement

Committee Description
The Task Force was established in 2019 to provide recommendations on how the Society can improve the SWE experience of undergrad and graduate collegiate members and ensure that the perspectives of collegiate SWE members are included in Society activities, as well as perform gap analysis on collegiate needs post-governance restructuring

Job Description for Chair
- Responsible for completing the items outlined in the taskforce charter, which include, but are not limited to:
  - Assisting in the formation and selection of taskforce members
  - Reporting to the Board Liaison on Progress, and providing a comprehensive report for the society at the end of FY20
  - Leading teleconferences, and in person meetings of the taskforce as needed
  - Evaluate current Society methods for engaging these members and why they are/aren’t working
  - Provide recommendations on the integration of collegiate members into the SWE experience.
  - Recommendations on improvements for the following items w/ proposed ownership and timeline for implementation:
    - To provide a communication strategy for collegiate members within the society.
    - To develop best practices regarding group communications among member-based teams.
    - Perform a gap analysis based on previous student leadership group and committee recommended actions post governance changes
    - Provide recommendations on improvements to current student programs, or suggest active avenues for student engagement within SWE
• To advocate for the best interests of the Society, its Mission, and its membership.

Term Commitment – 1 year

Skills/Competencies Desired
• Must be a recent collegiate/early career professional
• Must have experience as a Section President, or in a Society leadership position
• Ability to work at a strategic level.
• Ability to motivate other leaders.
• Solid verbal, written, computer communication and presentation skills
• Experience with collegiate SWE programming is desired

Committee Chair – Conference Advisory Board

Committee 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. Also note that the WE Local Advisory Board is currently part of the CAB but consideration is being given to making this a separate advisory board.

Job Description for Chair
• Lead the CAB in developing a 3 to 5 year strategic plan.
• 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 meetings.
• Provide CAB planning and budget 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
- 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

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 offering. 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 individuals with the right skill set are evaluating the content of professional development programming.

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

Coordinator – Counselor /Faculty Advisor

Coordinator Description
The SWE Counselor/Faculty Advisor Coordinator position is a two-year term (one year as coordinator-elect and one year as coordinator). The SWE Counselor/Faculty Advisor Coordinator is responsible for representing the interests of counselors and faculty advisors during strategic planning discussions, improving processes for counselors and faculty advisors, facilitating communication amongst all SWE Counselors and Faculty Advisors, and disseminating information or reminders via email, newsletter, and training seminars. This person may help Counselors and Faculty Advisors who are accountable for Sections not meeting charter requirements. This person may hold the position concurrent with a SWE Counselor or Faculty Advisor role.

Job Description for Coordinator
• Serve as a resource for SWE Counselors and Faculty Advisors and foster communications between counselors and faculty advisors.
• Communicate regularly with SWE Counselors and Faculty Advisors on information pertinent to their role.
• Conduct annual new counselor and faculty advisor training and a workshop at the Annual Conference for counselors and faculty advisors that are in attendance.
• Strategically develop the growth and engagement of SWE Counselors and Faculty Advisors in the Society.
• Correspond, respond and resolve counselor and faculty advisor questions in a timely manner.
• Create and maintain procedures for the operations of counselors and faculty advisors and ensure such procedures comply with the SWE bylaws or other adopted rules of the Society.
• Prepare and submit reports of activities as requested by the Board of Directors.
• Work with SWE leadership, Headquarters, and counselors and faculty advisors to ensure collegiate sections are in good standing with bylaws, reports, and election of counselors.
• Attend leadership meetings where counselor and faculty advisor representation is needed.
• Develop and maintain an effective counselor and faculty advisor team that strives to continuously improve the internal processes of the team while ensuring smooth transitions between volunteers year over year.
• Communicates with faculty advisory boards, upon request, about questions or concerns regarding faculty participation as it relates to SWE.

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

**Skills/Competencies Desired**
- Leadership ability, especially in leading diverse teams.
- Must have 1 year experience as a SWE Counselor or faculty advisor.
- General knowledge of campus procedures and policies for student organizations.
- Knowledge of SWE Collegiate Section Requirements and Procedures.
- Ability to support, encourage and assist SWE Counselors and Faculty Advisors to ensure vitality of collegiate sections.

**Affinity Group Co-Lead – Diversity & Inclusion AGs**

**Affinity Group Description**

The SWE Affinity Groups (AG) are grassroots 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 FY19, SWE has eight AGs structured under two main groupings; The Diversity and Inclusion AGs and the Business 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 align with protected classes under a US Federal anti-discrimination law. These AGs focus on the needs of social minority populations and develops programs tailored to serve this community.

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

**Job Description for 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

- 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 – Editorial Board

Committee 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 Chair

- Works with the SWE Magazine Editor to develop agendas for two Editorial Board meetings annually.
- Leads two meetings of the Editorial Board each year. Typically, one meeting takes place at the Annual Conference and one takes place in the spring at SWE headquarters.
- 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

- 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

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 Representative.

Job Description for 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 Representative 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 Representative, develop and support SWE’s public policy activities.

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

Skills/Competencies Desired
• Ability to interact with all levels of organization, membership and Headquarters staff.
• Previous GRPP experience strongly preferred,

Coordinator – 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 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 quarterly meetings with the Collegiate Director.
• 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 other graduate coordinators 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
• Leadership ability, especially in leading diverse teams.
• Less 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

Committee Description
The purpose of the Integrated Marketing Advisory Board is to advise the Society on communications focusing on public relations and social media. The Advisory Board is made up of a Chair and Chair-Elect selected via the annual call for leadership process, two members of the Staff as designated by the Executive Director, one member each from Outreach, Membership, Leadership Coaching, and Awards and Recognition.

Job Description for 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
• 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.
LCC Subject Matter Expert (SME) Lead

LCC SME Team Description
Subject Matter Experts in subjects specific to SWE group operations and are a part of the Leadership Coaching Committee (LCC). Current SME Areas of expertise include Leadership Pipeline, Conflict Management, Strategic Planning, Diversity & Inclusion, and Fund Development. SMEs provide training and resources for Leadership Coaches as well as consulting on specific situations for coaches and for other SWE Leaders.

Job Description for Lead
- Provide SME training within LCC (to coaches and SMEs)
- Communicate SME expertise and services within LCC and in SWE
- Lead SME vetting and selection process
- Develop and maintain SME areas of expertise
- Continue to develop framework for SME engagement
- Serve as coach for SMEs

Term Commitment – 1 year

Skills/Competencies Desired
- Leadership: Visioning, applying effective team management skills, empowering others, motivating and developing people
- Communication: Supporting/creating an inclusive environment, providing effective feedback
- Knowledge of SWE: the ideal candidate will have exposure/experience with multiple SWE groups at varying levels of the Society including collegiate and professional sections, Members at Large, and Society Committees

Committee Chair – Leadership Coaching

Committee Description
The Leadership Coaching Committee (LCC) works with Society leadership to develop and support SWE leaders at all levels through consulting and training. LCC provides meaningful leadership coaching and consulting by developing and maintaining effective coaches, leveraging available SWE resources in support of leadership and pipeline development, assisting in new section development, advising on existing and future resource needs, and collaborating with other SWE committees focused on leadership development. Coaches consult on topics aligned with SWE’s Leadership Competency model. Those interested in serving as members of the LCC should have SWE leadership experience.

Job Description for Chair
- Create annual strategic and tactical plan flowed down from the SWE Strategic and Operating plan.
- Develop and maintain an annual budget.
- Manage team of committee leads (Coaching, Section Startup, New Coach Training, etc.) to ensure committees are operating effectively and goals are met
• Document leadership training activities and other metrics.
• Conduct a yearly training retreat.
• Maintain website, social media accounts and services brochure.
• Oversee process for recruiting and training new coaches.
• Report committee results and activities to Board of Director 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 Leadership Coaching experience required.
• Previous LCC leadership experience preferred.
• Ability to interact positively with all levels of organization and Headquarters staff.
• Personal characteristics: flexible, forward thinking, enthusiastic, professional, able to accept criticism and feedback.
• Extra emphasis is placed on the following basic skills:
  o An outgoing, motivational personality
  o Facilitation skills
  o Effective in team environments and motivation of others

**Committee Chair – 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 Chair**
• Ensure that the Membership Charter is fulfilled.
• 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.
• 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**
- 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.

**Committee Chair – Outreach**

**Committee Description**
The purpose of the Outreach Committee is to provide valuable programs, resources, training, and support for SWE members and advocates (e.g. parents, educators, counselors, etc.) to use in promoting engineering as an important and exciting career choice for girls and women.

The committee provides tools and guidance to SWE members to lead effective outreach activities in their community; develops effective ways for SWE members and sections to share outreach best practices; manages the Outreach Metric Tool to track key outreach metrics; trains SWE members via virtual tools and at Annual Conference on how to effectively deliver outreach in the community; and interacts with advocates to girls (parents, teachers, and school counselors) to provide them with updated, enhanced, and relevant materials and resources. 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 Chair**
- Identify and develop programs that serve SWE goals and strategic plan objectives.
- Evaluate literature, videos, data, etc. for incorporation into the SWE Outreach Incubator files and for distribution to members, as appropriate.
- 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 Outreach website information.
• 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.

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

Skills/Competencies Desired
• 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 that engineering plays within the educational system.

Committee Chair – 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 monthly submittal and review process.

Job Description for 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 monthly 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 monthly 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 final 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.
• Collaborate with Outreach and Curriculum committees to develop allocation plans for funding.
• 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
• Able to establish and adhere to monthly 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

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

Coordinator – SWE Future Leaders

Coordinator Description
The SWE Future Leader (SWEFL) Coordinator directs and assists the approximately 22 SWEFLs selected annually throughout the fiscal year. This includes engaging them through webinars, networking calls and creating a personal development plan. The coordinator also supports the development of the Collegiate Leadership Institute (CLI) each year at Annual Conference as well as coordinating logistics at the CLI itself and conducting a post-event survey.

The CLI is an annual event used as an opportunity to prepare SWEFLs for current and future leadership opportunities. The CLI typically takes place at Annual Conference. Participants who attend CLI will receive leadership training, attend professional development sessions, and network with other collegiate leaders and the Board of Directors.

Job Description for Coordinator
- Lead application and selection process for the FY+1 SWEFLs.
- Set up networking and professional development webinars for SWEFLs throughout the fiscal year.
- Work with Headquarters to develop the CLI schedule (i.e. training sessions, networking opportunities, etc.) and communications.
- Coordinate evaluation of CLI activities and communicate the results with Board of Directors contact.
- Provide feedback on CLI curriculum.
- Conduct orientation and set expectations for all CLI participants.

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

Skills/Competencies Desired
- Previous CLI or Collegiate Leadership Forum attendance is preferred, but not required.
- Previous Collegiate Member familiar with Regional Collegiate Team positions and processes.
Committee Chair – Student Programs

Committee Description
The purpose of the Student Programs Committee is to provide relevant content and programming for both K-12 students interested in STEM and for SWENext Clubs. Additionally, this committee will help 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 DesignLab events at WE Local conferences. The Committee will work closely with SWE Headquarters and with the Outreach Committee.

Job Description for Chair
- Identify and develop programs for K-12 students that serve SWE goals and strategic plan objectives.
- Evaluate literature, videos, data, etc. for incorporation for distribution to members, as appropriate.
- Lead the committee focus area leads and 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.
- Attend meetings with SWE Headquarters staff and Board of Directors liaison, meetings with the Student Programs Committee, and 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
- Prior K-12 volunteer experience at section, affiliate, member at large, or committee level and or other educational organizations.
- 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 programming.
• Skilled at systems thinking; able to integrate SWE goals and long-range planning with respect to the development of programs.

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
• 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 monthly virtual teleconference meetings including supporting one face-to-face meeting at Installation
• Provides guidance to the Program Subcommittee with the selection of breakout session speakers, program agenda and the WE Local Nitched Networking breakfast.
• Responsible for leading breakout session discussion and selection for all five 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 (5 positions) – 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 Installation for face-to-face 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

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 Chair
- Lead the committee in recommending topics, speakers, and input for future professional development programming (both inside & outside of the Annual Conference).
- 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.
- Work closely with the Graduate Member Coordinator, Graduate Programming Coordinator, and Board of Directors liaison.
- Manage all committee activities.

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

Skills/Competencies Desired
- 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.