

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

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
- Ethics
- Nominating

Committee Chair – Audit

Committee Description

The Audit Committee shall be composed of at least three members none of whom may be serving as treasurer or be an employee of the Society. The Audit Committee is responsible for:

- Selecting and recommending to the board an auditor who may not be contracted by SWE for any other functions other than auditing and tax preparation services,
- Directing the staff to prepare the information for the audit,
- Reviewing the audit and working with the Auditor to resolve issues,
- Reporting to the Board of Directors on the process, outcome, and any committee recommendations,
- Investigating financial issues raised by SWE members and others.

Job Description for Chair

- The interface with the committee's Board of Directors contact.
- The interface between the Audit Committee, SWE HQ, and the Auditor, for purposes of the SWE audit.
- The interface between the Audit Committee, the Board of Trustees, and the Auditor, for purposes of the Board of Trustees audits.
- The designated point of contact for SWE members and others who raise financial issues/concerns about SWE.

The Chair shall be independent and free from any relationship that, in the opinion of the Board of Directors, would interfere with the exercise of her/his independent judgment.

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

Skills/Competencies Desired

- Prior experience as finance committee chair, Society treasurer, or comparable finance position; or audit experience with another association highly desired.
- Financial planning and budget experience required (i.e., work-related, SWE or other professional society or association).
- Prior experience on Finance or Audit Committees or familiarity with Society finances required.
- Organization skills.

Committee Chair – Awards and Recognition

Committee Description

The Awards and Recognition Committee reviews nomination submissions each year for the prestigious SWE individual awards, pulling together the impressive roster of recipients for each Society Annual Conference. The Awards Committee coordinates all phases of activity relating to the selection of all individual awards and other recognition programs. The Committee prepares and distributes the annual Awards Package. Specifically, the Committee selects the Society's Fellows, and recipients of the Achievement, Distinguished Engineering Educator, Distinguished New Engineers, Rodney D. Chipp, Resnik Challenger Medal, Upward Mobility, Work/Life Integration, Entrepreneur, Advocating for Women in Engineering, Global Leadership, Prism, Spark, Global Team Leadership, Distinguished Service, and Emerging Leaders awards, as well as Collegiate Members (Freshmen/Sophomore, Junior/Senior, Graduate) Faculty Advisor and SWE Counselor awards. In addition, the Committee provides the information, but does not administer the section awards sponsored by other SWE committees. The Committee continually seeks new opportunities to recognize SWE members and other individuals by spearheading the effort to adopt new awards that recognize individuals in areas that support the vision and mission of the Society. The committee is dedicated to continued process improvement in the nomination and selection process.

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 HQ 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 HQ Contact and magazine editor.
- Collaborate with the Executive Director, Board 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.

Committee Chair – Bylaws

Committee Description

The Bylaws Committee reviews and approves region, professional section, Member at Large (MAL) and collegiate section bylaws. They also review and comment on proposed amendments to the Society's bylaws. They prepare templates to aid sections and regions in preparing bylaws and educate SWE members on the purpose and functionality of bylaws.

Job Description for Chair

- Prepare bylaws templates for existing sections and regions to use when amending current bylaws or for proposed sections to use as part of the chartering process.
- Maintain standard section bylaws based on the current templates with instructions for proposed sections to use as part of the chartering process.
- Review and prepare proposed amendments to Society bylaws prior to senate discussion.
- Review and approve amendments to current MAL bylaws and section and region bylaws and templates prior to vote by the appropriate group
- Serve as resource to members who are requesting changes to the template.
- Review approved bylaws in template prior to posting.

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

Skills/Competencies Desired

- Previous Bylaws Committee experience is preferred.

Committee Chair – Conference Advisory Board

Committee Description

The Conference Advisory Board (CAB) consists of representatives from professional members, collegiate members, corporate members and upcoming host areas. The Board ensures that SWE Conference supports SWE's mission and goals, is a professional experience for all attendees, has high quality programming, meets the needs of the members, participating market segments and supporting employers. The Board is responsible for setting the strategy for future SWE Conference, 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.

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 (BOD) through the committee's BOD 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 HQ on programming decisions and assignments.

Term Commitment - 2 years

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.

Coordinator – Counselor /Faculty Advisor

Position 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, HQ, 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.

Committee Chair – Curriculum

Committee Description

The Curriculum Committee is responsible for recommending topics and input for future professional development programming (outside of the Annual Conference). This includes:

- Providing input on, and supporting academic professional development activities at the regional 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 promote 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. SWE is seeking avenues to be able to offer Continuing Education Units/Credits to members. Part of the Society's ability to do this activity requires a group to review and manage curriculum content. This committee fulfills that requirement.

Job Description for Chair

- Lead the Committee in recommending topics and input for future professional development programming (outside of the Annual Conference).
- 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.
- Be part of a beta user group for new training objects and delivery methods.
- 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 region and section activities.
- Solid verbal, written, computer communication and presentation skills.

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; solicit articles from experts with whom they are connected, and be 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.

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)

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.

Committee Chair – Ethics

Committee Description

The Ethics Committee is responsible for administering the Procedures for Review of Member Conduct for the Society. This committee ensures these procedures are implemented and followed consistently and objectively. This committee is responsible for assisting the Ethics Committee Chair who will be elected by members of the committee. The Committee composition is defined by the procedure which currently says the committee shall consist of members who have served on the Nominating Committee Board of Directors, Board of Trustees, and as Region Governors, and shall have at least 5 members including the Chair. Members and the Chair of the Ethics Committee may not also be members of the Board or the Nominating Committee. Committee membership will be selected from the annual call for committee membership and final determination of members will be done by the Society President who will be the Board liaison for the Committee.

Job Description for Chair

- Maintain, refresh and update the Society's Procedures for Review of Member Conduct.
- Ensures that all Ethics committee members understand the Procedures for Review of Member conduct and the Society's
- Carries out all the actions specified for the chair in the Society's Procedures for Review of Member Conduct.
- Ensures the Ethics Committee carefully follows the process specified in the Society's Procedures for Review of Member Conduct.
- Appoint new committee members as necessary to fill gaps as committee should always have at least 5 members including the Chair for all investigation and to include individual members who have similar backgrounds to the accused such as collegiate and international members as required.
- Ensure any members involved in an investigation are sworn to confidentiality.
- Remove committee members from individual investigations based on charged member request based on conflict of interest.
- Determine additional resources (SWE staff, legal counsel, outside experts, applicable members, etc.) to assist in the conduct of its investigation and ensure that these resources do not have any conflict of interest with respect to the matter and that they agree to maintain the complete confidentiality of the investigation.

- Preside over any associated hearings and make evidentiary and other procedural rulings with the advice of SWE's general counsel

Term Commitment - 1 year as chair

Skills/Competencies Desired

- Must be able to maintain the highest level of integrity and confidentiality and ensure all others involved do the same.
- Strong communications skills in sensitive situations.
- Ability to drive careful deliberation.
- Training in conflict resolution desired
- Understanding of SWE Policy Against Harassment, Member Code of Conduct and Leader Oath of Office
- Experience with gathering facts and creating documentation
- Experience working with Legal counsel desired

Committee Chair – Finance

Committee Description

The Finance Committee shall be composed of at least five members, two of whom shall be members of the Board of Directors (BOD). The purpose of the Finance Committee is to advise the Board of Directors and senate on budget and financial matters and to assist in preparation of the proposed operating and conference budgets for the following fiscal year. The committee also provides financial input into the development of the long term strategic plan for the Society, actively works with the region/section/MAL treasurers for training on financial matters including safeguarding funds, and maintains the Finance Manual so all treasurers have a set of basic information to follow.

Job Description for Chair

- Train and inform regions/sections/MALs on any relevant financial procedures and guidelines.
- Answers questions regarding Society's not-for profit status as this relates to the local professional and student sections.
- Liaison between sections and the Society Treasurer and SWE Headquarters.
- Attends BOD meetings as required to support the preparation of the budget for the next fiscal year.
- Distributes the financial reports to the rest of the Finance Committee.
- Review and provide input to the annual operating and conference budget and monthly financial statements.

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

Skills/Competencies Desired

- Financial planning and budget experience required.
- Prior experience as section, MAL or region treasurer or comparable position in another organization highly desirable.

- Must have served one year on the Finance Committee or activity involved in the development of SWE's budget.

Coordinator – Government Relations and Public Policy

Position Description

The Government Relations and Public Policy (GRPP) coordinator educates members about public policy matters relevant to women in engineering, 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 HQ staff.
- Previous GRPP experience strongly preferred,

Coordinator – Graduate Member

Position 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 Graduate Member Coordinator 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 Coordinators and leaders and submit reports as required
- Participate in quarterly meetings with the Collegiate Director.
- Support communication paths among SWE leadership teams, including Region Governors, Collegiate Sections, Region Collegiate Teams, 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 (eg Google Docs, Teamwork)

Committee Chair – Leadership Coaching

Committee Description

The Leadership Coaching Committee (LCC) works with region leadership to develop and support SWE leaders at all levels through consulting and training. Trained Leadership Coaches provide meaningful leadership training and coaching by: Collaborating with other SWE committees focused on leadership development, developing and maintaining effective trainers and coaches, delivering high quality content 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. Training modules on various aspects of SWE operations, and/or necessary leadership and management skills for SWE success, are delivered to sections at the local level, delivered to sections and regions through the Region Conferences, and are delivered to all levels of SWE at the Society Annual Conference.

Job Description for Chair

- Create/update committee strategic and tactical plans as required.
- Develop and maintain an annual budget.
- Develop annual service delivery plan for Society and region levels, including compiling training plan for Society annual and regional conferences and publicizing these plans.
- Work with Leadership Coaches on specific plans for each region.
- Document leadership training activities and other metrics.
- Conduct a yearly training retreat.
- Maintain training modules; ensure annual review and update.
- Maintain website and serves brochure.
- Recruit and train new coaches and alternates as necessary.

- Report committee results and activities to BOD liaison when requested.
- Attend Society Annual (required) and regional (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 organization and HQ staff.
- Personal characteristics: flexible, forward thinking, enthusiastic, professional, able to accept criticism and feedback.
- Problem solving and facilitation skills.
- Extra emphasis is placed on the following basic skills:
 - An outgoing, motivational personality
 - Presentation skills
 - Effective in team environments and motivation of others

Committee Chair – Membership

Committee Description

The Membership Committee is chartered to advise the Board of Directors of the voice of the membership on membership matters and to assist in preparation of the proposed strategic membership programs. The Membership Committee is responsible for developing strategic goals of relevance to membership programs and determining the appropriate method to implement these strategies. The committee also actively works with the Region/Section/MAL/International/Multicultural membership focal points on membership matters.

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 BOD liaison.
- Coordinate with other committee chairs, as applicable.
- Work closely with the HQ staff to resolve any questions or issues related to membership programs.
- Provide committee planning and budget information to the BOD through the BOD 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/ Regional/MAL membership position leadership experience preferred.
- Cultural awareness and appreciation of diverse teams.
- Leadership ability, especially in leading diverse teams.
- Interpersonal skills: supportiveness, listening, responsive, 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 HQ staff.

Committee Chair – Nominating

Committee Description

The Society Nominating Committee is composed of one Representative from each Region, a non-voting chair, and a non-voting deputy chair. The Society Nominating Committee annually solicits candidates for the Board of Directors, Board of Trustees (at the request of the BOT), Senate Leadership (at the request of the Senate), and Collegiate Director. The committee solicits feedback on the candidates, provides feedback to all candidates and provides a slate to the membership in compliance with the Society Bylaws and Election Manual. The Society Nominating Committee is also responsible for developing and maintaining appropriate procedures to govern the Society nomination, election or removal not covered by the Society Bylaws subject to approval by the Board of Directors.

Job Description for Chair

- Facilitate the Society Nominating Committee slating one or more candidates for each of the available positions and providing the BOD/BOT/Senate slate to the membership by February 1 and the Collegiate Director slate by March 1.
- Maintain Election Manual, Campaign Policy and other procedures governing Society elections.
- Train new Society Nominating Committee members, Board of Directors, Board of Trustees, Senate Leadership and Region Governance Team on procedures.
- Partner with HQ to ensure call for candidates, feedback request, candidate slate, webinars and other correspondence is shared with the membership on time.
- Partner with Region Governance to share best practices with Region Nominating Committees to help have a consistent experience throughout the Society.
- Partner with the Board of Director, Board of Trustees and Senate Leadership to understand needs of future leaders
- The Chair is a non-voting member of the Society Nominating Committee

Term Commitment – 1 year as Deputy Chair selected by the members of the Society Nominating Committee. The Deputy Chair may be reselected to only one additional

consecutive term as deputy chair. 1 year as Chair selected by the members of the Society Nominating Committee. The chair may be reselected to only one additional consecutive term as chair. The deputy chair position is not a prerequisite for the chair position. The maximum term is up to two years as deputy chair of the committee and up to two years as chair of the committee for a total of four years.

Requirements

- Recent service on the Society Nominating Committee or BOD or current member of the Society Nominating Committee or BOD at the time of selection
- Recent experience with the Society on the Society level such as service on the Board of Directors, Board of Trustees, professional member of the Senate, Region Governor, or Society Committee member.
- The chair or deputy chair may not serve concurrently as a regional representative on the committee or as a member of the BOD.
- Members of the Society Nominating Committee may not serve as Region Governor, member of the Board of Directors, member of the Board of Trustees, or Senate Leadership concurrently with their term on the Society Nominating Committee.
- Members of the Society Nominating Committee may not become candidates during their tenure of service on the Society Nominating Committee.
- The chair or deputy chair may be reselected to only one additional consecutive term and shall not be eligible to serve as a regional representative to the nominating committee for at least one year after serving as chair or deputy chair.
- The deputy chair shall assist the chair as deemed necessary by the chair. The deputy chair shall perform the duties of the chair in the absences of or at the request of the chair. The deputy chair shall fill a vacancy in the position of chair for the remainder of the term. A vacancy in the deputy chair shall be filled within sixty days of the vacancy.
- Able to attend Annual Conference and lead committee meeting, candidate interviews, and potentially support Senate meeting (if motions related to Nominating Committee).

Skills/Competencies Desired

- Ability to maintain confidentiality
- Knowledge of the Society Bylaws, Election Manual and Strategic Long-Range Plan
- Ability to interact positively with all levels of the organization and HQ staff
- Facilitation skills
- Ability to train others
- Solid public speaking skills and professional presentation skills are highly desired
- Approachable; willing and able to answer member questions about the Society Nominating Process.

Committee Chair – Outreach

Committee Description

The purpose of the Outreach Committee is to increase the number of females choosing to enter the engineering and technology profession by providing 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 also provides information to K-12 students via SWENext about opportunities available to them in engineering and technology.

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; oversees the Outreach Metric Tool to track key outreach metrics including but not limited to, number of events, number of volunteers and number of girls participating in SWE programs; trains SWE members on how to effectively deliver outreach in the community via virtual tools and at Annual Conference; 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 HQ 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

- Establish a support base among sections, affiliates, and members at large (MALs) to share and convey information about K-12 Outreach programs. This support base will also serve as a feedback mechanism to ensure local issues and needs are met.
- Plan, manage, and monitor Outreach budget.
- Identify and develop programs that serve SWE goals and strategic plan objectives
- Ensure that a member of the Outreach committee is administering the Outreach awards program, along with the Outreach Awards Coordinator
- Evaluate literature, videos, data, etc. for incorporation into the SWE Outreach Incubator files and for distribution to members, as appropriate.
- Serve as needed as an integrator between committee work group leads, SWE HQ, and SWE BOD for all matters pertaining to Outreach Programs.
- Work with work group leads and SWE HQ to maintain Outreach website information.
- Organize yearly events during SWE Annual Conference to promote awareness of Outreach activities
- Develop yearly committee goals and then complete the Outreach Committee reports (report issues three times per year).
- Electronically publish helpful Outreach information periodically (every 4 to 6 weeks) to Section Outreach Reps, Outreach ListServ, and other constituents of Outreach.
- Provide updated Outreach slides or data to SWE leadership for their usage at SWE conferences, business meetings, and other venues.
- Attend bi-weekly meetings with SWE HQ staff (Associate Director, Educational Programs and Outreach Program Coordinator), monthly meetings of 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, region 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 education and the role that engineering plays within the educational system.
- Skilled at systems thinking; able to integrate SWE goals and long range planning with respect to the development of programs).

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 HQ for disbursement.
- Ensure timely HQ 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, re-entry students.

Job Description for Coordinator

- Manage Scholarship selection process and improvements as needed.
- Coordinate additional corporate support of Scholarship Program with SWE HQ 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

Description

The SWEFL (SWE Future Leader) 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 Collegiate Leadership Institute (CLI) is an annual event used as an opportunity to prepare Region Collegiate Representatives (RCRs), Region Collegiate Communications Editors (RCCEs), Region Collegiate Senators (RCSs), and SWE Future Leaders (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, their Region Governor, and BOD members.

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.

- Working with HQ to develop the CLI schedule (i.e. training sessions, networking opportunities, etc.) and communications
- Coordinate evaluation of CLI activities and communicate the results with BOD contact
- Provide feedback on CLI curriculum.
- Conduct orientation and set expectations for all CLI participants (SWEFLs and region officers).

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

Skills/Competencies Desired

- Previous CLI or CLF attendance is preferred, but not required
- Previous Collegiate Member familiar with Regional Collegiate Team positions and processes

Representative – SWE Representative to ABET Board

ABET Board Description

The Accreditation Board for Engineering & Technology (ABET) Board of Directors is responsible for the governance, organizational strategy, financial performance, and membership policies of ABET, Inc. It also oversees the activities of the four ABET commissions, which have operating responsibility for accreditation criteria and procedures and conducting program accreditation reviews. The Board also oversees the Accreditation Council, which manages the training and assessment of program evaluators. The Board 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 Board. 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 Board members.

Job Description for Representative

- Serves as a member of the ABET Board.
- Eligible for service on ABET Board subcommittees and work groups.
- Stays well informed about trends in the content and delivery of engineering and technology education in the United States, and their implications for the accreditation process.
- Stays well informed about trends in accreditation philosophy, policy and practice, their application to the engineering, computing and technology disciplines, and the impact of ABET accreditation and procedures on university-based ECT programs and schools.
- Stays well informed on published ABET governance policy and procedures, and is willing and able to hold relevant officials accountable for adhering to these requirements.
- Reads and understands ABET financial performance documents and serves (as needed) as an advocate for responsible and transparent financial and budgeting processes and policies.
- Works 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.
- Stays informed of SWE and its business, including its mission, services, policies and programs.

- Attends two one-day ABET Board meetings per year

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

Skills/Competencies Desired

- 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 philosophies, policies and practices to individuals with varied levels of prior knowledge.
- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- 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;
- Honesty, integrity and adherence to high ethical standards;
- Sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills.

Coordinator – Teller

Coordinator Description

The purpose of the Teller is to oversee the processing of ballots for the Society Officers, Region Governors, and other positions as requested; e.g., Trustees, Council Speaker and Deputy Speaker.

Since ballots are no longer physically counted by volunteers at Headquarters (HQ), proximity to the HQ office is not critical, but the Teller should be able to travel to HQ 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 HQ (for archives).

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

Skills/Competencies Desired

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

Committee Chair – Women in Academia

Committee Description

The Women in Academia (WIA) Committee will have primary responsibility (1) to effectively communicate to, engage and support women in academia, targeting current and potential future SWE members as well as the general WIA population; (2) to make recommendations for professional development activities, both for the annual conference and throughout the year, targeting women in academia; and (3) to generate programming specific to women in academia which supports all areas of the SWE Strategy.

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.