

Tulsa NEO SWE Section – Officer Duties and Committee Descriptions

Revised 03/24/11

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President

- Preside over business and planning meetings, facilitate development of Section strategic plan, and ensure that planned activities support this plan
- Monitor progress of Committees and event planning to ensure roles are fulfilled, offering support as needed
- Appoint Committee Chairs (except Nominations), revise Officer/Committee descriptions, and merge or identify new committees as needed
- Serve as Tulsa Engineering Foundation liaison and attend quarterly meetings
- Act as point contact for Social and Website committees and provide updates at meetings when chairs are not present

Vice President of Outreach

- Ensure that at least four activities to promote Engineering as a career option to K-12 students are completed (Brownie Day, Certificates of Merit, GS Badge Day, TASM Girls Night, and TECh count toward this requirement)
- Manage two workshops a year for Brownie Day at TU
- Solicit 2-3 volunteers to judge TECh Robotic Competition
- Act as point contact for Certificates of Merit, GS Badge Day, SASS-E Girlz, and TASM Girls Night committees and provide updates at meetings when chairs are not present

Vice President of Professional Development

- Ensure that at least four activities to promote Professional Development of our members are completed (technical tours, lectures, and networking or special events including the Summit)
- Submit ideas for PD events at Annual Planning Meeting
- Act as point contact for Tulsa Engineering Summit Committee and Career Coordination committee and provide updates at meetings when chairs are not present

Treasurer

- Be responsible for collection, distribution, and safekeeping of Section funds
- Complete semi-annual reports to board, end of year fiscal report to SWE National Treasurer by July 31, and IRS 990-N postcard mailed between July 1 and November 15
- Ensure checks are signed by two officers
- Coordinate with Fundraising committee at beginning of year to ensure fundraising letters are sent and provide updates at meetings when chair is not present

Secretary

- Establish event calendar during the Annual Planning Meeting and update as appropriate
- Manage Section correspondence including thank you letters, by-laws changes, and correspondence with National SWE including submitting Section officer list to SWE HQ by June 30
- Capture and distribute planning and business meeting summary and update membership list for same
- Solicit activity summary from committees and officers and assemble end-of-year report
- Update email distribution and contact lists as needed
- Act as point contact for Bylaws, Newsletter, Nominations, and Publicity committees and provide updates at meetings when chairs are not present

Section Representative

- Attend monthly Region conference call and Regional and National conferences as Section delegate; notify Council of Representatives (COR) if alternate will attend
- Compile and submit quarterly Section report to Region and annual Section Vitality Assessment
- Revise and submit Section bylaws to Region in the fall as appropriate
- Coordinate with Awards committee to ensure Section and members are nominated for SWE awards as appropriate and act as point contact for Region Conference committee and provide updates at meetings when chairs are not present
- Alternate: attend monthly Region conference calls and complete tasks Section Representative is unable to complete if so designated

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Awards - reports through Section Representative

- Identify opportunities for National SWE awards for Section (due March 31) and members (due July 1)
- Coordinate with appropriate members to ensure such award nomination packets are complete and submitted on time

Bartlesville Connection – reports through President

- Coordinate at least one Section event in Bartlesville area annually
- Publicize SWE and Section events with members and peers in Bartlesville
- Coordinate local opportunities for networking centered around SWE (webinars, for example)

Brownie Day - reports through VP of Outreach

- Coordinate two workshops a year for Brownie Day event planned by TU

Bylaws - reports through Secretary

- Be familiar with Section bylaws and identify how bylaws should be revised to reflect Section practices

Career Coordination - reports through VP of Professional Development

- Assist members further their career goals by matching unemployed members with job openings or gainfully employed members with the next career step
- (Establish and) maintain dialog with other professional organizations and local engineering employers to identify professional development opportunities for members and to promote Section events
- Determine other duties of this new committee

Certificates of Merit - reports through VP of Outreach

- Request area high schools nominate a junior girl likely to excel in math/science field in March/April
- Present Certificates at school awards assembly or mail to school if not possible to present

Collegiate Connection - reports through VP of Outreach

- Assure a representative attends TU officer meetings when appropriate
- Provide Section event details to collegiate Sections as appropriate
- Identify opportunities to collaborate with collegiate Sections
- Determine other duties of this new committee

Engineering Summit - reports through VP of Professional Development

- Organize Tulsa Engineering Summit held late February or early March
- Secure speakers, define and assemble program, publicize event, coordinate career fair, manage registration, and identify and coordinate event volunteers

Fundraising - reports through Treasurer

- Send fundraising requests to area companies from existing list, attempt to expand donor list, and maintain relationships with current donors; primary effort is in fall but additional attention may be needed for TASM
- Collect appropriate information and submit SWE Professional Development Grant applications as needed for Summit and 1-2 other events

Girl Scout Science & Engineering Badge Day - reports through VP of Outreach

- Organize full-day event for area Cadet, Junior, and Senior scouts to earn a science/engineering badge held in the spring
- Define program, manage volunteers to lead 4-6 workshops, and coordinate publicity and registration w/Kathryn Davis-Robb, Girl Scout council

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Green Country Girls Night - reports through VP of Outreach

- Organize over night lock-in for middle school students at the Tulsa Air and Space Museum held in the spring of odd numbered years
- Define program, publicize event, manage registration, and identify volunteers to lead 4-5 rotating hands-on engineering/science workshops

Membership - reports through President

- Establish and maintain contact with members and encourage their Section involvement
- Provide membership information to prospective members identified through Section events or other means
- Contact former members for renewal reminder or to determine basis for non-renewal

Newsletter - reports through Secretary

- Assemble electronically distribute newsletter monthly/bi-monthly/quarterly as approved by President and Secretary
- Solicit articles and descriptions of upcoming events and summarize past events and other notable information

Nominations - reports through Secretary

- Assure at least three committee members serve as required by bylaws
- Send call for nominations with Board/Committee descriptions in March
- Contact members to discuss service opportunities
- Present slate with at least one qualified candidate for each officer position by April 15th as required by bylaws
- Conduct election in May with at least 21 days to return ballots

Publicity - reports through Secretary

- Publicize Section events in Tulsa World business section calendar and TulsaEngineer.org website calendar and other media as appropriate
- Manage LinkedIn and Face book accounts

Region Conference (special committee) - reports through Section Representative

- Develop Region conference plan and present bid at 2011 Region conference to host 2012 event
- Identify location and amenities, secure speakers, define and assemble program, publicize event, manage registration, and identify and coordinate event volunteers including those from TU Section
- Participate with Region Conference Policy Committee to shape policy and glean historical experience

SASS-E Girlz (SWE program – Skills, Attitude, Science & Smarts for Engineering) - reports through VP Outreach

- Seek and arrange opportunities at middle schools through dialog with counselors to present brief programs to encourage girls pursue engineering careers

Social - reports through President

- Organize at least four events, including End of Summer BBQ and Three Kings party in January

Website - reports through President

- Update Section website at least monthly with event information, schedule, photos, and contact information