

SWE RMS Executive Council Position Descriptions

President

Represent the section before the public and preside at meetings of the section and its executive council; coordinate activities and execute the business and policies of the section between meetings; review and approve the year-end section report; provide oversight and guidance to the committee chairs, executive council, and membership as necessary; oversee section strategic planning and operational goals in line with SWE mission. Schedule and lead monthly Executive Council meetings.

Estimated time commitment: 8-12 hours per month

1st Vice President

Assume all duties of the President if the President is temporarily unable to serve. Oversees committees focused on marketing and member communications such as the blog, email newsletter, social media platforms, and website. Assists in maintaining section procedures in accordance with the Bylaws and Section Agreement. Attend monthly Executive Council meetings.

Estimated time commitment: 4-6 hours per month

Secretary

Maintain the records of the section; communicate pertinent information to members via email; records, prepares and distributes the agenda and minutes from all meetings. Provide document control of Procedures, Guides, and any governing documents. Manage access to section accounts such as Google Drive and Slack. Provide oversight and guidance to the committee chairs as assigned. Perform other duties normally associated with the office of secretary or as may be assigned by the President, the Executive Council, or the governance documents. Attend monthly Executive Council meetings.

Estimated time commitment: 4-6 hours per month

Treasurer

Responsible for collection, distribution, and safekeeping of section funds; prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget; submit a financial report to the Society; ensure forms are filed as necessary with the IRS. Oversee committees focused on financial distribution or fund development; coordinate efforts for increasing corporate partnerships. Attend monthly Executive Council meetings and present monthly Treasurer's reports.

Estimated time commitment: 6-10 hours per month

Vice President of Collegiate Engagement

This VP will work to strengthen the relationship between the SWE Rocky Mountain Section and local SWE collegiate sections. Plan combined collegiate/professional networking events, support collegiate mentoring programs by advertising and soliciting volunteer mentors, and assist in coordinating with the collegiate sections. Oversee committees that are focused on collegiate outreach/professional development events such as joint Collegiate/Professional Enrichment Talks, Gear Up Collegiate Partnered Series, RMS Scholarship program, and planning co-hosted mini-conferences. Attend monthly Executive Council meetings.

Estimated time commitment: 4-6 hours a month

Vice President of Membership

The VP of Membership will encourage growth of the section by welcoming new members quarterly, encouraging current members to keep their membership active, and planning member-only events. Oversee member focused committees, such as Awards, Local Socials, various discussion clubs, and other member benefits. Plan annual section awards event honoring section award winners, scholarship recipients, and Essay contest winners. Attend monthly Executive Council meetings.

Estimated time commitment: 4-6 hours a month

Vice President of Outreach

Coordinate volunteers that are focused on K-12 outreach events in the area. This will include working with the planning committees for established outreach events such as Certificates of Merit, Essay Contest, GESTEM, and SWENext; partnering with collegiate section outreach programs such as Girls Lead the Way; and also coordinating new outreach opportunities and partnerships. Attend monthly Executive Council meetings.

Estimated time commitment: 4-6 hours a month

Vice President of Professional Development

Coordinate volunteers that are focused on professional development events such as planning professional development events such as Lighting Talks or industry tours and expanding the offering of "Women in X" events that focus on a particular industry. Support professional mentoring programs, such as Collective Wisdom Groups. Be an ex officio member of mini-conference committees. This VP will also work to strengthen the relationship between the SWE Rocky Mountain Section and local STEM companies. Attend monthly Executive Council meetings.

Estimated time commitment: 4-6 hours a month