Responsibilities for All Board Members

*All board members are responsible for the items below as well as the position-specific responsibilities that follow*

- Attend weekly SWE meetings, bi-weekly Board meetings, bi-weekly working hours, and semester planning meetings
- Help organize 1-3 events per semester aside from those specific to the position:
  - Document event description, book room, order food, coordinate logistics, assist with publicity
- Teach shadowers and/or committee members about your position and delegate when possible

**Fundraising Chair**

- Generate funds and publicity for SWE through designing and selling apparel and other merchandise sales
- Ordering SWE Polos & Quarter Zips for board members during the summer
- Maintain records of SWE inventory
- Maintain point records of all SWE volunteers
  - Keep updating from previous year's record
- Suggested 2-3 fundraising events per semester
  - Coordinating volunteers/scheduling, set-up & cleanup, etc.

**Community Service Chair**

- Responsible for organizing or arranging for SWE to participate in events geared to help the community
- 1 Community service SWE meeting per semester
- 1 off-Tuesday community service events per semester (ex: Scarlet Day of Service, Rutgers DM, etc.)

**Digital Media Chair**

- Responsible for maintaining and updating the website
  - Update new board during the summer
  - Update awards as needed
  - Update articles
- Design and order SWE business cards for interested board members
- Manage tech/order new tech
  - Projector/Screen
**High School Outreach Chair**
- Programming events to encourage younger females to pursue a degree in STEM Fields
- Organizing at least two major events per year
- Acts as primary representative for:
  - Girl Scouts Lab Tours
  - Shadowing Day
  - Young Engineers Day SWE Session
  - AD Women in Engineering SWE Session
- Be a major supporter and helper with SWE Night
- Organize summer events (ex: Somerset/Franklin Township Elementary School Science Fairs, EOF Summer Visit, New Brunswick High School Build It Better Challenge)

**Engineering Governing Council Representative**
- Liaison between SWE and EGC
- Attend all EGC Meetings and report back to SWE
- Organize any events required by EGC (e.g. Nerd Olympics)
- Rutgers Day volunteer coordination
- Submit program idea to SoE in beginning of February

**Public Relations Chair**
- Spreading the word about SWE through posts and flyers:
  - Meet the Board series at beginning of Fall semester
  - Event Lineup flyer at beginning of Fall semester
  - SWEetie of the Month
  - SWEnior Spotlight at end of Spring semester
  - Weekly meeting event posters (printed at MakerSpace)
- Creating event pages on Facebook, Twitter, Instagram, GroupMe, etc.
- Managing the Slack
- Designing main flyers advertising General SWE Information and Ice Cream Social Event to hand out during Involvement Fairs and other major publicity events
- Coordinating major publicity events (i.e. Involvement Fairs, Rutgers Day, Open House, Engineering Week, etc.)
Historian
- Taking pictures at weekly SWE meeting and other SWE events or activities.
- Upload photos onto Facebook page and SWE folder in a timely manner
- Combining year-end photos to create a video or photo collage to present at our end of the year banquet
- Creating semester newsletters to send to students, faculty, alumni, and corporate representatives

Alumni Relations Chair
- Building and maintaining the SWE Alumni ListServ
- Continuing relations with Rutgers SWE Alumni including activity in SWE Alumni LinkedIn page
- Organizing one Alumni event per semester and can partner with SWE NJ
- Act as one of the primary coordinators for Alumni/IMP Banquet at the end of Spring semester

Industry Mentorship Program Coordinator
- Planning a yearlong mentorship program between SWE members and industry mentors starting over the summer
  - Suggested at least 15 mentor-mentee pairings
  - Organize mentee presentations and company tours
  - Create activities and constantly check up on pairs
  - Coordinate IMP Kickoff in September
  - Act as one of the primary coordinators for Alumni/IMP Banquet at the end of Spring Semester

Male Representative
- Plan one event each semester
- Encourage male representation in SWE and work with Public Relations Chair

Freshman Representative(s)
- Plan an event at the beginning of Spring semester targeting freshmen (typically hosted in BAMM Complex)
- Act as a liaison to promote SWE events to the freshmen community
- Speaking as a voice for the freshmen (ex: dates of chemistry exam)
- Coordinate an event with the SHE and MEET Freshman Representatives

*This list is not all inclusive and additional responsibilities may be required as seen fit by the President*