Chair Positions: Responsibilities*

Last updated: Sept 26, 2015

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
  o 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
  o includes ordering SWE Polos for board members
• Maintain records of SWE inventory
• Suggested 2-3 fundraising events per semester
• Fulfill responsibilities of all board members (see beginning of doc)

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
• 2-3 off-Tuesday community service events per semester
• Fulfill responsibilities of all board members (see beginning of doc)

Digital Media Chair

• Responsible for maintaining and updating the website
• Adding people to and posting on Linked In SWE Undergraduate Network
• Design and order SWE business cards for interested board members
• Fulfill responsibilities of all board members (see beginning of doc)

High School Outreach Chair

• Programming events to encourage younger females to pursue a degree in STEM Fields
• Organizing two events per year, one being a Girl Scouts Event
• Be a major supporter and helper with SWE Night
• Continue the Reaching Out to Potential Engineering Students (ROPES) program for 2-3 schools per year
• Fulfill responsibilities of all board members (see beginning of doc)
Engineering Governing Council Representative

- Liaison between SWE and EGC
- Attend all EGC Council Meetings and report back to SWE
- Organize any events required by EGC (e.g. Nerd Olympics)
- Assists the president in creating meeting agendas and making sure the meetings stay on topic
- Fulfill responsibilities of all board members (see beginning of doc)

Public Relations Chair

- Spreading the word about SWE through weekly flyers
- Creating Facebook event pages as well as Twitter and Instagram posts
- Coordinating major publicity events (i.e. Involvement Fair, Kickoff, Rutgers Day, Open House, Engineering Week)
- Fulfill responsibilities of all board members (see beginning of doc)

Historian

- Taking pictures at weekly SWE meeting and other SWE events or activities.
- 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
- Fulfill responsibilities of all board members (see beginning of doc)

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 as well as an Alumni Banquet
- Fulfill responsibilities of all board members (see beginning of doc)

Mentorship Program Coordinator

- Coordinating a yearlong mentorship program between SWE members and industry mentors
  - Suggested at least 15 mentor-mentee pairings
  - Organize mentee presentations and company tours
- Fulfill responsibilities of all board members (see beginning of doc)

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

Freshman Representative

- Serve as a liaison between the SWE board and the freshman class by helping with publicity, relaying important info, and communicating concerns