Executive Board 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
  - 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

**President**

- Responsible for managing the Board through board meetings, email, phone, and in person to ensure each function of SWE is operating successfully. This involves checking in and stepping in when necessary regarding:
  - Weekly Meetings
  - Large Event Planning (conferences, career fair, SWE Night)
  - Annual retreat and semester planning meetings
  - Outreach Events
- Represents SWE to the School of Engineering, Rutgers University, and outside companies on a frequent basis
- National SWE Annual Report, 3 quarterly reports, fiscal report (w/ treasurer)
- Ultimately responsible for ALL events, actions and members related to The Society of Women Engineers - Rutgers University Section
- Fulfill responsibilities of all board members (see beginning of doc)

**External Vice President**

- Primary Representative for the SHE-SWE-MEET Career Fair, responsible for heading SWE’s efforts in the Fall Career Fair
- Responsible for ongoing Corporate Relations, as well as sponsorship
- Finding and inviting corporate representative to present at 4 to 6 SWE professional development meetings per semester
- Fulfill responsibilities of all board members (see beginning of doc)

**Internal Vice President**

- Runs the SWELL (Society of Women Engineering Leaders and Learners) Program, including the
coordination for 4 to 6 events

• Coordinates trips to national and regional conferences
• Coordinates SWE Night, a spring semester event inviting accepted high school senior females to spend a night at Rutgers to learn about engineering
• Organizes semester banquets
• Fulfill responsibilities of all board members (see beginning of doc)

**Treasurer**

• Responsible for SWEs fiscal actions, including:
  • Reimbursements and Invoices for all events through the transaction system, SABO
  • Collecting money or proof of payment from students for conferences
  • Organizing transactions in order to submit Fiscal Report to SWE National at end of school year
  • Request funding from EGC and attend 1-2 EGC treasurers meetings per semester

• Responsible for the Career Fair’s fiscal operations
• Provide general budgets for all SWE events
• Fulfill responsibilities of all board members (see beginning of doc)

**Secretary**

• Manages the ListServ and is responsible for sending out weekly emails regarding swe meetings, opportunities, and other emails as requested
• Responsible for keeping track of attendance at SWE Meetings
• Organize and maintain the board’s shared Google drive folder
• Takes minutes at Board meetings and incorporates it into To-Do lists
• 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*