SWE Officer Positions (2016-2017)

Disclaimer: The responsibilities may be changed according to the discretion of the 2016 – 2017 President and Vice Presidents during the 2016-2017 period for which you are elected.

<table>
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<tr>
<th>Position</th>
<th>Duties</th>
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| Executive Board| • Attend all SWE general meetings  
• Assist in tabling for events such as E-week, etc.  
• Attend all SWE Alumnae Advisory Board meetings and Executive Board meetings  
• Participate in officer retreats three times a year  
• Host 2 info sessions per school year  
• Write at least 2 blog posts per year  
• During EWI ticket sales, assist in tabling for a minimum 2hrs/week and make classroom announcements  
• Attend EWI  
• Volunteer at Wow! That’s Engineering  
• Attend National and Regional Conferences  
• Attend all Thursday events  
• Submit quarterly spending sheets  
• Submit quarterly legacy files |
| President      | - In charge of overall organization of club  
- Hold bi-weekly board meetings  
- Hold one-on-one meetings with officers when necessary  
- Work with board to make sponsorship proposal during the summer  
- Work with board to schedule events for entire year  
- Work with incoming President to organize end of the year awards banquet  
- Attend SOLE meeting to make SWE official UCLA club  
- Attend National and Regional Conference  
- Participate in monthly SWE Region B Collegiate President conference calls  
- Prepare quarterly reports for SWE Region B  
- Apply for student section awards  
- Collaborate with External Affairs Office to promote active alumni and corporate involvement  
- Ensure collaboration with the Professional SWE chapter  
- Represent SWE-UCLA at Engineering Alumni Association meetings and meetings with corporate sponsors  
- Attend all EXCOMM and Leadership Round Table meetings  
- Make sure annual report/financial report are filled out/turned in  
- Ensure SWE participation in UCLA E-week and Enormous Activities |
| **Fair** | - Work with External VP to set up infosessions and company tours  
- Work with EWI Committee to plan EWI  
- Monitors the progress of all officers  
- Seeks out all sources of sponsorship with treasurer, EVP, and EWI co-chairs  
- Organizes trip to National and Regional conferences  
- Determine which event SWE should apply for the EAA funding |
| **Internal VP** | - Act as co-President in the absence of the President alongside External VP  
- Be a signatory  
- Head Major Chair Committee  
- Book rooms for events  
- Network with other engineering groups on campus and seek inter-club event opportunities  
- Attend SOLE meeting to be informed of UCLA club rules/regulations  
- Attend EXCOMM and Leadership Round Table meetings  
- Coordinate 2 events per quarter  
- Host the Major Fair  
- Organize membership rewards program  
- Work to maintain Alumni Connections and host engineering club wide collaborative alumni mixer events  
- Assist the EWI chairs in any way they may need help |
| **External VP** | - Act as co-President in the absence of the President alongside Internal VP  
- Rents materials for meetings/infosessions (tv w/VCR, data projector, overhead projector, etc)  
- Book rooms for infosessions, with the help of IVP  
- Make sign up sheets for people attending infosessions  
- Coordinate housing/transportation for conferences with President  
- Meets with company representatives  
- Promotes corporate sponsorship  
- Book venue for end of year banquet  
- Oversee infosession preparation activities  
- Connect officers with corporate representatives participating in infosessions  
- Ensure proper chapter Publicity to companies  
- Assist the EWI chairs in any way they may need help |
| **Secretary** | - Take minutes at EVERY SWE officers/general/advisory meeting  
- Ensure minutes are made available to all SWE officers and advisors through email or google drive  
- Record officer attendance at every SWE event and send to President  
- Note attendance for every SWE event (members and non-members) |
| **Help President** | - Help President fill out annual report   
| **fill out annual report** | - Email members about SWE updates (weekly email and as necessary)  
| **Email members about SWE updates** | - Work with other officers to create the weekly email newsletter  
| **Work with other officers to create the weekly email newsletter** | - Update members email list from SWE National website  
| **Update members email list from SWE National website** |

| **Treasurer** | - Come up with annual budget at beginning of year with President   
| **Come up with annual budget at beginning of year** | - Fill out financial report for club by June 30  
| **Fill out financial report for club by June 30** | - Assist officers in ordering food and drinks for all meetings  
| **Assist officers in ordering food and drinks for all meetings** | - Collect expense reports from all officers  
| **Collect expense reports from all officers** | - Work with different officers in terms of reimbursements and budget for each event the officers are in charge of  
| **Work with different officers in terms of reimbursements and budget for each event the officers are in charge of** | - Keep current up-to-date records of all chapter finances  
| **Keep current up-to-date records of all chapter finances** | - Report financial situation at every Exec board meeting  
| **Report financial situation at every Exec board meeting** | - Work with HSSEAS finance department with regard to SWE recharge accounts  
| **Work with HSSEAS finance department with regard to SWE recharge accounts** | - Apply for funding from various sources (both UCLA and outside sources)  
| **Apply for funding from various sources (both UCLA and outside sources)** | - Work with EWI Committee to handle EWI payments (both from corporate sources and student)  
| **Work with EWI Committee to handle EWI payments (both from corporate sources and student)** | - Handle sponsorship payments  
| **Handle sponsorship payments** |

| **EWI Directors (External Director and Internal Director)** | - Head EWI Committee and conduct interviews to recruit EWI Committee members  
| **Head EWI Committee and conduct interviews to recruit EWI Committee members** | - Plan EWI timeline/deadline of events  
| **Plan EWI timeline/deadline of events** | - Book venue for EWI  
| **Book venue for EWI** | - Organize all logistics for the event including centerpieces, nametags, food, thank you gifts, etc.  
| **Organize all logistics for the event including centerpieces, nametags, food, thank you gifts, etc.** | - Hold EWI meetings aside from SWE Executive Board meetings  
| **Hold EWI meetings aside from SWE Executive Board meetings** | - Organizes EWI ticket sales during end of Fall Quarter and beginning of Winter Quarter  
| **Organizes EWI ticket sales during end of Fall Quarter and beginning of Winter Quarter** | - Report to Executive Board on status of EWI during Executive Board meetings after all EWI Committee meetings  
| **Report to Executive Board on status of EWI during Executive Board meetings after all EWI Committee meetings** | - Work with Treasurer and President to figure out budget prior to EWI  
| **Work with Treasurer and President to figure out budget prior to EWI** | - Work with Treasurer to record, deposit and resolve money issues with EWI  
| **Work with Treasurer to record, deposit and resolve money issues with EWI** | - Keep track of spending for EWI  
| **Keep track of spending for EWI** | - Work with Publicity Chair to ensure proper advertisement campaign for the event  
| **Work with Publicity Chair to ensure proper advertisement campaign for the event** | - Invite corporate sponsors to attend the event (those included in SWE database and new ones)  
| **Invite corporate sponsors to attend the event (those included in SWE database and new ones)** | - Update EWI Corporate Sponsor Database  
| **Update EWI Corporate Sponsor Database** | - Arrange seating for the event  
| **Arrange seating for the event** | - Reach out to Alumni for support (monetary, advertisement, supplies)  
| **Reach out to Alumni for support (monetary, advertisement, supplies)** |

| **Technical Director** | - Plan events that allow SWE members to build technical skills such as  
<p>| <strong>Plan events that allow SWE members to build technical skills such as</strong> |</p>
<table>
<thead>
<tr>
<th>workshops</th>
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<tr>
<td>- Organize company tours</td>
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<tr>
<td>- Head of Team Tech Committee (four to twelve students, of various disciplines)</td>
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<td>- Contact companies to propose team tech project, find company to sponsor the project</td>
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<td>- Serve as main point of contact between company sponsoring project and students working on project</td>
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<td>- Create project schedule</td>
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<tr>
<td>- Manage the general direction of the project, ensure that the team adheres to the project schedule</td>
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<td>- Attend SWE National Conference to enter contest</td>
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<th>Publicity Director</th>
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<tr>
<td>- Ensures proper online advertisement of all upcoming SWE events</td>
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<tr>
<td>- In charge of SWE UCLA Facebook page</td>
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<td>- Make flyers for all upcoming SWE events</td>
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<td>- Post flyers around campus for all upcoming SWE events</td>
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<tr>
<td>- Encourage fellow women engineers to join SWE and get involved</td>
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<td>- Update SWE Bulletin Board</td>
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<td>- Design and order SWE UCLA merchandise</td>
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<td>- Build SWE UCLA’s brand and ensure it is uniform</td>
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<td>- Design SWE UCLA sponsorship flyers</td>
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<th>Student Relations Director</th>
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<tr>
<td>- Plan general meetings, at least one per quarter</td>
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<tr>
<td>- Greet members and get to know them at each event</td>
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<tr>
<td>- In charge of SWE Participation during various member outreach events during school year and summer (Activities Fair, SEAS Open House, Summer Orientation)</td>
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<tr>
<td>- Prepare advertisement materials for tabling events</td>
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<td>- Plan 1 social event each quarter</td>
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<td>- In charge of ice breakers at general meetings</td>
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<td>- In charge of SWE participation during E-Week Talent Show</td>
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<tr>
<td>- Make sign up sheets for social events for general meetings</td>
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<td>- Engage members in activities at SWE social media sites</td>
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<td>- Organize rides for social events (rent vans if necessary)</td>
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<td>- Plan fall, winter, and spring retreats</td>
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<tr>
<td>- Set up undergrad student-grad student mentorship program</td>
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<td>- Set up student-professionals mentorship program</td>
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<td>- Recruit mentees and mentors</td>
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<td>- Organize membership binders/folders to give to mentees</td>
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<tr>
<td>- Plan 1 mentorship event each quarter</td>
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<tr>
<td>- Hold mentor meetings to train mentors</td>
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<td>- Email reminders for events</td>
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<td>- Take photos at ALL SWE events (if unable to attend an event, must assign it to another officer)</td>
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- Post all photos (organized by event) on the SWE UCLA Facebook page
- Editor in Chief of the quarterly newsletter made at end of every quarter
- Assign officers/committee members to write articles after each event
- Submit articles and pictures to Region B Newsletter
- Actively participate on Region B Collegiate blog (in form of pictures and articles or comments on other people’s posts)
- Create SWE Scrapbook
- Enter scrapbook pages for Regional competition
- In charge of creating end-of-the-year presentation for all members presenting all the past events the chapter participated in

**Outreach Director**
- Head of Outreach Committee
- Organize at least 1 major outreach event per quarter and additional minor outreach events
- Collaborate with SWE-LA professional section and collegiate sections from the area on organizing outreach events (WOW! That’s Engineering Day and similar events)
- Invite UCLA faculty and graduate students to be involved in SWE outreach events
- Organize pen pal program and find people to participate
- Organize Wow! That’s Engineering
- Organize High School Lab Tours
- Organize the Women in Engineering Stayover Program (WESP)
- In charge of E-Week outreach event during Spring quarter
- Log all outreach events in the SWE Outreach Metric Tool

**Webmaster**
- Update SWE website on regular basis (Club events calendar, Meeting minutes after each meeting, photos)
- Maintain all current club info/activities on web
- Create sections on website for all major facets of SWE and collaborate with other officers to organize these
- Put up scholarship information
- Put up job opportunity information
- Create new website layout
- Put up sponsorship information
- Put up EWI information for students and companies (Winter quarter)

**Advocacy Director**
- Head of Advocacy Committee
- Plan events that promote gender equality, female empowerment, and diversity
- Collaborate with other diversity-focused clubs on campus
- Organize the Engineers for Professional Equality Conference
- Organize SWE’s E-week event
- Hold at least 1 major advocacy event per quarter, and additional minor advocacy events