

Job Descriptions

President

1. Regional Duties
 - a. President's calls (1- 2 times a month for about an hour)
 - b. Turning in reports
 - c. Any random thing they come up with - sending flyer/tshirt/calendar designs
 - d. Facebook page for presidents that I must participate in
 - e. Turning in forms
 - i. Leadership
 - ii. Roster
 - iii. Financial
2. Section Duties
 - a. Most important thing to understand is that whatever doesn't get done. You have to do.
 - b. Emails
 - i. Sending out mass emails about pretty much everything
 1. Ask girls in charge of events to draft one for you.
 2. Make sure girls sending out their own emails copy you on emails
 - c. Events
 - i. Delegating events
 1. Getting timeline and verifying deadlines
 2. If things do not happen as they should, be prepared to go out and get whatever you need to make it work. (Meaning give yourself plenty of time around events to pick up slack if needed)
 - ii. Involvement
 1. Making sure the needs of whoever we invite are met.
 2. Making sure that officers are spreading out and meeting newcomers.
 3. Making sure the space we used is completely clean after using it.
 - d. Officers
 - i. Point system
 1. Keep updated
 2. Have serious conversations with officers when they have low points
 - ii. Weekly updates
 1. Sent and due at the same time weekly
 2. Due dates on them.
 - iii. Elections
 1. March of every year.
 - iv. SWElites
 1. Assign in the fall
 - e. Social Media

- i. Make sure everything posted is appropriate.
 - ii. Check to make sure that it is being used.
- f. Leadership events
 - i. There will be times when you get invited to dinners/presentations when you have to talk about the group and how we use our money. These usually come week of (unfortunately) but also include a free meal.

VP

1. Writing emails
 - a. Assist President with writing emails for events and to company representatives and responding to emails from companies and other university entities.
2. Organizing events
 - a. Before Event
 - i. Reserve rooms for events
 1. McCain - Bonnie Ladner: ladner@ise.msstate.edu
 2. Other places on campus - Event Services (1st floor union)
 3. Sanderson - Patrik Nordin: pnn3@saffairs.msstate.edu
 - ii. **Two weeks in advance:** Fill out OrgSync Event form (OrgSync How To)
 - iii. Order food week before at least (Abners, Pizza)
 - iv. Check with Treasurer/President for budget in off campus account or donation money to pay for food (Pro-Card)
 - v. All necessary utensils are provided (cups, plates, napkins, etc.)
 1. Check coolers
 - vi. White, disposable table cloths
 1. Make sure we have these or buy them
 - vii. Tables for food (rented or use the ones I have)
 - viii. Speaker gifts are prepared
 1. Publications office or bought items
 - ix. **Week in advance:** Ensure all departmental officers have posted flyers for event
 - x. **Day of event:** Get keys for rooms if necessary* (Bonnie Ladner)
 - b. Day of Event
 - i. At every event ensure that food is ordered and delivered/picked up and paid for
 - ii. Drinks and ice must be bought (again check budget)
 - iii. Get coolers from Diversity Suite* (in McCain)
 - iv. Make sure the room is clean after event
3. Planning events
 - a. Help President keep track of officers in charge of events and ensure that plans being carried out on time
 - b. Action item list creation (See examples in Event How To)
 - c. Create itineraries for trips
4. Procurement Card Training**

- a. Needs to be done at the beginning of the Fall Semester so that you can use the pro-card for events throughout the year
- b. Michelle Martin (mmartin@bagley.msstate.edu) does training

Treasurer

1. Fundraisers/donations
 - a. Responsible for ideas and planning
 - b. Responsible for asking locally owned businesses for donations
2. Money
 - a. Responsible for managing money we make selling items (t-shirts, buttons, etc.)
 - b. Update president every week of the amount in our off-campus account
 - c. Creating budgets for events
 - d. Responsible for assisting VP and President with managing on-campus account
 - e. Need to meet Business Coordinator (Michelle Martin - mmartin@bagley.msstate.edu)
3. Procurement Card Training
 - a. Needs to be done at the beginning of the Fall Semester so that you can use the pro-card for events throughout the year
 - b. Michelle Martin does training

Secretary:

1. Meeting Minutes
 - a. At both officer and section meetings
2. Assist organization section C054 trip to SWE National Conference and Regional Conference
 - a. Register attendees
 - b. Make packing list
 - c. Organize all documents before and after trip
3. Submit National Reports
4. Submit regional and national award applications

Public Relations:

1. Social Media
 - a. Twitter & Instagram
 - i. Need to be updated on almost a daily basis leading up to an event
 - ii. Starting the week before the event, make a post on Monday, Wednesday, and Friday. The week of the event, make a post every single day.
 - b. Facebook
 - i. Check Region C Facebook page each week to make sure that they are sharing our stuff on their page. If they have shared our stuff, share it on our page.
2. Pictures

- a. Pictures of each event need to be uploaded to the Google Drive in a folder that corresponds to that event. In that folder, there should be a short description (5-7 sentences) discussing what the event was and how well the event went. The Webmaster will use these descriptions for our website.
- b. When any pictures are added the President needs to be informed immediately

Volunteer/Outreach:

1. Volunteer Events
 - a. One in fall and one in spring
 - b. This can be partnering with another group or a small event we do on our own
2. Outreach Events
 - a. One in fall and one in spring
 - b. This event requires planning throughout the semester and is hosted solely by SWE

Webmaster:

1. Weekly
 - a. Update flyers
 - b. Update pictures
 - c. Post on facebook about our website
 - d. Update minutes
2. Monthly
 - a. Member of the month
 - i. By the 15 of every month ask me to email the top girls.
 - b. Update officers

Membership chair:

1. Attendance/Point System for all Members
 - a. After each event take the list of netIDs from the scanner and ensure that all attending members are given the proper points (See Point System How To)
2. In charge of speaking to intro. classes
3. In charge of membership recruitment events (Scoops and Bells/New Kid Social)
4. Come up with one new membership campaign each semester
5. Org Fair
 - a. Responsible for organizing specifics on how we will participate.
 - b. Responsible for keeping org fair board updated with current pictures

Sponsorship:

1. In charge of contacting sponsor.
2. Sending out sponsorship email.
3. Making sure money is used correctly to how sponsor requested it.
4. Sending thank you notes and include pictures to companies and colleges.
5. Going to career fair to get more sponsorship.

6. Making thank you bags for companies that come to events.

Departmental:

1. Print and Hang up flyers in corresponding building the week of events. Be sure to take down flyers the day after.
2. General recruitment of new members. Encourage people to join SWE and tell them we are awesome!
3. Assist main officers with assigned events.
 - a. Ask the officer in charge if they need help well in advance. Make sure they know you are there for them and can take responsibility for big events, ie. outreach and semiformal.
4. Attend every event. Be sure to tell President ASAP if you will be missing an event so your help is not counted on.
5. Talk to intro classes of every discipline of engineering.
6. Get to know the head of your department so you can effectively be the liaison between SWE and your department