**Officer Application**

**Due by April 7th 2023. Email PDF to** [**swepresident.msu@gmail.com**](mailto:swepresident.msu@gmail.com) **by 11:59 PM**

**Job Descriptions**

The officer positions available are: President, Vice President, Secretary, Treasurer, Membership Chair, Public Relations, Webmaster, Outreach, Sponsorship, and Departmental for Electrical & Computer, Computer Science, Mechanical, Chemical, Bio, Civil, Aerospace and Industrial

**Why become an Officer?**

* To gain leadership and skills to make oneself more marketable for internships, co-ops, and other leadership positions
* To make a positive impact on the community through community service
* To meet and socialize with other engineering members

Please see below what will be expected of each officer.

**Election Process**

Elections will take place at the general body meeting on April 13th. You must be present to vote (more on this below), and you must be a member of SWE (this means that you must be in the Canvas and Groupme. In the event that you failed to do so, you may be considered a “member” if you signed in at one of our events this or last semester). If you run for a main officer position, you have the option to “automatically accept” the departmental officer position should there be an open one in your major. For example, if you ran for secretary and lost, but no-one applied to be the departmental officer from your major, you would become that departmental officer if you indicate on this form that you would like to automatically accept.

If you have a valid excuse that you are unable to make it to elections, you may vote online if, and only if, you send in an excuse for that absence (with proof). Absences may be excused for work, class, lab, and any other event considered mandatory by the president. However, if you would like to be excused from the meeting and allowed to vote, you must send this excuse in by Monday, April 10th. Please submit through the Assignment in Canvas titled “Elections 2023 Excuses.”

Your application will be reviewed by a selection committee in order to determine your eligibility. The final ballot will be sent out to everyone that applied two days before our election meeting. You may give a very brief speech (1 minute max.) at the meeting just to introduce yourself. The answer to your first question below will be included in the official ballot sent out to all members. Please also include an appropriate picture of yourself that will also go on the ballot.

**Officer Application**

**Due by Saturday, April 1st 2023. Email PDF to** [**swepresident.msu@gmail.com**](mailto:swepresident.msu@gmail.com) **by 11:59 PM**

|  |  |
| --- | --- |
| Name |  |
| E-mail Address |  |
| Phone Number |  |
| Engineering Discipline |  |
| Position you wish to run for |  |
| Automatically accept departmental position if you do not receive the main officer position? |  |
| SWE Member Number |  |

**Complete the following short answer responses (1 page total maximum):**

* Why would you make a good officer? Specifically for the position(s) you are running for.
* What qualities or experiences make you an ideal candidate?
* Why do you want to be an officer?

**Please also include**

**a resume (1 page maximum).** (You can check the Career Center Webpage for suggestions.)

**Application Checklist:**

1. Read job descriptions
2. Create word document that includes
   1. Chart Above
   2. Short Answer questions (3)
   3. Resume
   4. Professional picture
3. Convert document to PDF. Name the document firstname\_lastname\_SWE23.pdf.
4. Email to [swepresident.msu@gmail.com](mailto:swepresident.msu@gmail.com) by April 1, 2023 by 11:59 PM. Tardiness is automatic disqualification.

**What are the qualities a leader in SWE needs?**

* Dedicated to the betterment of SWE
* Dependable and organized
* Desire to see SWE grow and succeed
* Willing to make time to assist with SWE events

**What officer positions are available?**

* **Executive Positions –**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Sponsorship Chair
6. Membership Chair
7. Public Relations
8. Outreach Director
9. Webmaster

* **Departmental Positions –**

1. Aerospace Departmental
2. Biomedical Departmental
3. Chemical Departmental
4. Computer Science Departmental
5. Civil Departmental
6. Electrical Departmental
7. Industrial Departmental
8. Mechanical Departmental

**Below is more detail about each officer position’s role and responsibilities.**

1. **President**

* Must be a national SWE member!
  + Contact [swepresident.msu@gmail.com](mailto:swepresident.msu@gmail.com) if you have questions regarding how to become a national member.
* Submit annual reports to nationals in accordance with established procedures
* When needed, coordinate with other engineering organizations to hold co-hosted events
* Make sure other officers are completing their responsibilities
* Preside over member events and over monthly officer meetings
* Authorize disbursement of section funds with treasurer
* Approve appointment of all officer positions and of all chairs of committee groups
* Create and plan the calendar of events each semester and delegate each event to an individual officer
* Send announcements to membership email list with news of events and event reminders
* Organize officer elections for the following year

1. **Vice President**

* Assume the duties of President if the President is temporarily unable to serve
* Assist the President in national society matters
* Assist the president in planning the calendar of events
* Book rooms for meetings/events
* Fill out event forms and Cowbell Connect paperwork for each event
* Organize and execute plans for national/regional conferences attended (including conference applications, transportation, lodging, conference registration, etc.)

1. **Secretary**

* Take notes of officer meetings when requested to by President
* Take attendance at events or delegate attendance tracking if unable to attend
* Do quarterly and/or annual reports for the national society when needed
* Assist in creating list of goals for officer team at the beginning of the year and update officers on the status of goals
* Host at least one event for each semester that this position is served

1. **Treasurer**

* Must be a national SWE member!
  + Contact [swepresident.msu@gmail.com](mailto:swepresident.msu@gmail.com) if you have questions regarding how to become a national member.
* Effectively budget SWE’s funds and assure that money is spent wisely
* Keep up with off-campus bank account (including checks, credit cards, etc.)
* Assist in fundraising ideas that are low-cost and profitable
* Reimburse those who have made SWE purchases (and keep track of receipts!)
* Prepare and file taxes on behalf of section, if necessary
* Host at least one event for each semester that this position is served

1. **Sponsorship Chair**

* Contact companies for company meetings (and coordinate with President if she is initially contacted)
* Host at least one event for each semester that this position is served
  + Plan Rapid Resume Review in the fall semester

1. **Membership Chair**

* Attend campus organization fairs to recruit new members
  + Organize SWE members to table at these events
* Encourage new members to join SWE
* Host at least one event for each semester that this position is served

1. **Public Relations**

* Design and distribute flyers related to SWE events
* Create t-shirt design and distribute t-shirts
* Update all social media (Instagram, GroupMe, etc.)
* Host at least one event for each semester that this position is served

1. **Outreach Director**

* Promote SWE on campus and in the community
* Connect with groups off-campus that will host SWE members in volunteering
* Host/plan a volunteer outreach event for the year

1. **Webmaster**

* Update SWE website with events occurring and those coming up
* Host at least one event for each semester that this position is served

**10-17. Departmentals**

* Attend the intro class for the department to share why students should join SWE
* Promote SWE to non-members in department and around campus
* Share event announcements within department
* Must assist in at least one event for each semester position is served
  + But please participate in any and all events possible!