

SWE Officer Descriptions

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 –**
 10. Aerospace Departmental
 11. Biomedical Departmental
 12. Chemical Departmental
 13. Computer Science Departmental
 14. Civil Departmental
 15. Electrical Departmental
 16. Industrial Departmental
 17. 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 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 emails to membership email list with news of events and event reminders
- Organize officer elections for the following year

2. **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.)

3. **Secretary**

- Take notes of officer meetings when requested to by President
- Take an accurate list of attendance at member events when requested by President
- 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

4. **Treasurer**

- Must be a national SWE member!
 - Contact 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

5. **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
 - Typically plan Rapid Resume Review or a similar networking event

6. **Membership Chair**

- Attend campus organization fairs to recruit new members
- Encourage new members to join SWE
- Host at least one event for each semester that this position is served

7. **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

8. 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

9. 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!