

# Purdue Society of Women Engineers Board Positions

---

## Structure:

Purdue SWE is organized into four main pillars: Professional, Technical, Outreach, Communications. Each pillar is managed by one officer and one or two directors. Each pillar also contains three to five chair positions. This document runs through each position including officers, directors, and chairs. These descriptions include and overall of each position along with approximate time commitment.

Professional Officer	Technical Officer	Outreach Officer	Communication Officer
Directors	Director	Directors	Director
Day with Industry	Grand Prix	Girl Scout Day	All Member Meeting
Market Yourself	Team Tech	Senior Sneak-Peek	Athletics
Evening with Engineers		College Mentors	Media
Networking Night		Outreach Committee	Social
			Multicultural

---

## Officers

Officers are responsible for coordinating the board. After elections, they begin by electing directors. Additional responsibilities of an officer include organizing the trip to national and regional SWE conferences, board shirts, bagel breaks, organizing callouts, and much more. A description of each officer position is below. The time commitment for an officer positions varies throughout the semester, but is much higher than a chair and director.

### President

The President is responsible for overseeing the entire Purdue SWE organization and needs to be aware of National SWE initiatives. Responsibilities include: facilitating communication among the executive board, developing new relationships between companies and PSWE, and submitting semester and annual reports to National and Regional SWE (to keep Purdue SWE in good standing). Excellent and professional writing skills are needed to prepare funding proposals to support the annual budget and to write award nominations (submitted to Purdue and to National SWE) for the section's activities and outstanding members

of the Section.

The President also plans and hosts bi-annual meetings with the Industrial Advisory Board (IAB), keeps the advisor up to date on the overall health of the section, and sends monthly updates to the IAB. The President is responsible for organizing the selection of the executive board (interviews, etc.) immediately following her or his appointment into presidency. In addition, at the end of the term, the President must host a leadership callout, in addition to coordinating the officer elections in March. The President is also in charge of maintaining alumni relations. Time commitment is approximately 15-20 hours per week. There are four hours of weekly commitments; officer/advisor meeting, officer meeting, executive board meetings and office hours. PRT (President Roundtable) meetings are one hour bi-weekly and PEPC (Purdue Engineering Presidents' Council) is monthly. Time is needed for meeting preparation, as the President is responsible for running the officer/advisor meetings, officer meetings, and officer/director meetings. More time is also required to write proposals and reports, to communicate generally by email with companies, advisors, and executive board members (weekly ODC emails).

## **Vice President**

The Vice President is responsible for all internal communications within the SWE section through writing/sending weekly e-mails to all general members and maintaining the website and social media pages. Along with sending e-mails to the general list, they are responsible for updating the recipient list. The VP is responsible for planning and directing the office/director/chair (ODC) meetings, sparking growth for the Board, and building unity within the board. The VP is also responsible for planning and executing the fall and spring retreats for the ODC Board and oversees the Communication Directorship. Time commitment is 6-10 hours per week. At least four one-hour meetings a week are required: an office hour, officer meetings, officer/advisor meetings, and ODC/OD meetings. More time is required outside the meetings for e-mail and meeting preparation, some weeks are more while others are less. Enthusiasm is a must because the VP sets the tone for the internal workings of the organization

## **Treasurer**

The Treasurer is responsible for managing the PSWE funds and preparing a budget for section programs. Responsibilities include reimbursing members for PSWE-related spending, depositing funds the section has collected, preparing invoices, collecting outstanding payments, being knowledgeable about the university's financial procedures, and interfacing with the Business Office for Student Organizations. The Treasurer must maintain a binder with the organization's financial records throughout the year. The Treasurer is also responsible for planning the regional conference trip (early spring semester), ordering merchandise, organizing merchandise sales, managing inventory, and overseeing the Technical Directorship.

There are four hours of weekly commitments; officer/advisor meetings, officer meetings, and an office hour. Executive Board meetings are also one hour weekly. Time is required

outside of meetings to communicate with Directors, assist other Officers, fill out reimbursement and deposit forms, and maintain the budget.

## Secretary

The Secretary is responsible for keeping the minutes and attendance at all meetings, organizing and supplying the office, and taking care of other office and meeting related issues. Tasks also include matching the Executive Board with office hours and Office Assistants, coordinating weekly bagel breaks, ordering nametags and polos, tracking executive board attendance at mandatory events, and tracking contents of the storage locker. In addition, the Secretary plans the trip to the national conference towards the end of the fall semester and oversees the Outreach Directorship. The Secretary is also responsible for planning an ice cream social at the beginning of Fall semester.

There are four hours of weekly commitments; officer/advisor meetings, officer meetings, executive board meetings, and an office hour. Time is also required outside of meetings to communicate with Directors, check PSUB mailbox, and assist other Officers.

---

## Directors

**Directors for each pillar are responsible for keeping their chairs accountable for following board rules along with help them organize and run their events. Additional responsibilities would include fostering a social environment on the board and at events.**

### Professional Co-Directors (4 hours/week)

The Professional Development Directors manage services and programs for SWE members seeking professional skills and opportunities. The directors should be flexible in planning events, in case chairs need assistance or are overwhelmed with tasks. The directors need to be comfortable communicating with companies as well and be able to keep the president updated about things within the directorship on a weekly basis. The Professional Directors oversee four chairs: Day with Industry, Networking Night, Evening with Engineers and Market Yourself. This directors are dedicated to providing members the opportunity to form valuable professional connections through the activities she oversees in the directorship. The directors must be ready to support chairs with event planning and leadership development. This position also requires collaboration with other engineering organizations to plan events. The directors should feel comfortable speaking to large groups of people must be an avid networker on behalf of SWE and to motivate general members.

## **Outreach Co-Directors (5 hours/week)**

The Outreach Directorship focuses on encouraging and reaching out to younger females to inform them of the opportunities in engineering and to encourage them to pursue engineering as a career. Outreach director will work closely with the Vice President. The goal is to reach out to future generations of women engineers. The Director is primarily focused on helping chairs plan their activity and giving them information and advice about how it should be accomplished. It's expected that the director be open and willing to plan PSWE's collaboration with other outreach events on campus. In addition, the director oversees the duties and responsibilities of four chairs: Senior Sneak-Peak, Girl Scout Day, College Mentors for Kids (CMFK), and Outreach Committee Chair.

## **Technical Director (5 hours/week)**

The Technical Director is in charge of overseeing the duties and responsibilities of four chairs: Grand Prix (2) and Team Tech (2). Grand Prix is an annual kart race that takes place in April. Team Tech is a design competition between SWE sections that takes place at the national SWE conference every year in the fall. The director's goal is to motivate general PSWE members to join teams for social and technical purposes. This director works with the Treasurer to ensure the success of all PSWE teams and spread hands-on technical skills to PSWE members. The director is expected to attend Team Tech and Grand Prix meetings when possible. The director also plans independent technical events for the Organization.

## **Communication Director (4 hours/week)**

The Communications Director is in charge of presenting SWE to the Purdue campus and community. The director should have an understanding of how to recruit members to get involved, what active members enjoy and expect to get from their experiences in SWE, and knowledge of the range and variety of PSWE's programs and activities. The director will plan a cookout each semester and works closely with the Secretary and also oversees five chairs (AMM, Athletics, Media Co-Chairs, and Social). The director encourages/establishes new forms of publicity that involve planning, creating, and implementing successful marketing strategies to maintain a favorable image of PSWE. The director encourages the chairs and helps them to accomplish their goals and meet deadlines. This can include finding external sources for information, and finding ways to share the events of PSWE with the public. The director monitors how the directorship is moving towards its long-term goals and that the directorship continues to grow and develop. Main tasks for this position include preparing and mailing informative membership packets for first year students over the summer.

---

## Chairs

Chairs are responsible for organizing their own events. This includes reading transition documents, asking directors and officers questions, and using SWE's resources. Innovation of current chair positions or the development of new chair positions are highly encouraged.

The chair positions will be broken up by each pillar: Professional, Technical, Outreach, and Communication.

## Professional

### Day with Industry (3 hours/week)

This chair is single-handedly responsible for organizing and executing one of PSWE's largest professional development events. Day with Industry occurs in early September (just in time for IR) and consists of a networking lunch, company development sessions, a panel discussion with company representatives, and more informal networking. Responsibilities include planning the event logistics, coordinating registration (both company and student), and working closely with Campus Relations to advertise the event. Students who attend get to interact with company representatives prior to IR, which gives them a leg up for the career fair, and companies enjoy getting to know the students on a more personal basis. Good organizational skills are needed in order to keep to a well-planned agenda. This chair should not be afraid of taking charge and speaking in front of a large crowd. The chair must also be willing to spend time during the summer planning the event and reaching out to company representatives

### Market Yourself (3 hours/week)

Market Yourself is a professional development seminar event hosted by Procter & Gamble and additional companies held in the spring to prepare students for their professional endeavours. The event prepares students by offering instruction on how to be a desirable employee, both for students beginning internships and those looking starting a full-time engineering position. An event like Market Yourself offers SWE members a unique opportunity to network with industry professionals. The Market Yourself Chair should be organized and well-spoken, as she or he will be the liaison between SWE and company representatives.

### Evening with Engineers (4 hours/week)

The Evening with Engineers Chair is responsible for organizing the annual Evening with Engineers event, which started in Spring 2019 and takes place before EXPO. This event allows

companies and students to interact before the larger career fair and coordinates mock interviews between students and representatives. Students are encouraged to bring resumes, as some companies will also use this event as a recruitment event. The chair will need to be very self-driven and goal-oriented. They must be able to communicate with company representatives in a clear and professional manner. In addition, they must work well in teams as they will need to collaborate with diversity engineering organization representatives.

### **Networking Night (3 hours/week)**

The Networking Night chair works diversity organization members to host an informal reception and schedule mock interviews during IR week. The chair will need to facilitate registration and mock interviews for both the company representatives, as well as handle all other details for the event. Professional and prompt responses to all company correspondence are necessary. Most of the planning and preparations for the event will need to be done over the summer. Effective time management and great communication skills are needed since the chair will be a liaison between SWE, company representatives, and students.

## **Outreach**

### **Girl Scout Day (3 hours/week)**

The Girl Scout Day (GSD) Chair organizes a one day program held each semester, in which the Girl Scouts from the regional area participate in various activities. Activities range from making slime and building structures with Popsicle sticks. Planning for this event includes contacting Regional Girl Scout Events Coordinator, working with company sponsors, planning the activities, and organizing a large amount of volunteers. The Girl Scouts also earn a SWE badge by participating in the event. The chair must be prepared to work with SWE sections around Indiana to organize a statewide event.

### **Senior Sneak Peek Co-Chairs (6 hours/week)**

The Senior Sneak-Peek co-chairs organize two events for high school female seniors to visit Purdue and experience a day of college life while engaging in a mentoring relationship with a current female engineering student at Purdue. There are two versions of the event for seniors to participate in: an overnight and day-only version. Through interactive and educational activities, the high school seniors have the opportunity to go to class with a student, stay the night in the residence halls (overnight version only), as well as participate in evening activities planned by the co-chairs. The high school seniors and their parents can also attend brunch on Saturday morning headlined by a keynote speaker. Senior Sneak-Peek usually takes place on a

Friday and Saturday during mid November and late February. Planning for this event includes sending out applications high school seniors and volunteers, organizing meetings with volunteers/hostesses, communicating with sponsors, planning Saturday's brunch, organizing information sessions for parents during the day, and creating Friday evening activities for the students.

### **College Mentors for Kids (3 hours/week)**

The College Mentors for Kids Chair will be responsible for planning 4-5 collaborative events each semester with the Purdue College Mentors for Kids program. Each hour-long event will consist of a presentation on engineering and a hands on activity with 10-15 elementary or middle-school students and their individual college student mentors. The chair will be responsible for organizing volunteers, relaying information between College Mentors for Kids and the volunteers, planning activities, creating presentations, and organizing supplies for volunteers to use.

### **Outreach Committee (3 hours/week)**

The Outreach Committee Chair will organize the outreach committee. This consists of planning a committee callout in September, holding two committee meetings each month, and working with the other outreach chairs and outreach directors to plan activities, prep supplies, or publicize with the committee for their events.

## **Technical**

### **Team Tech Co-Chairs (4 hours/week)**

The Team Tech competition is organized through National SWE and sponsored by Boeing. It involves working with a company on a design project that provides hands-on engineering experience for our team, is applicable to multiple engineering disciplines and experience levels, and provides a positive return for the company. The Team Tech co-chairs will need to put together a team, maintain communication with our company sponsor on project progress, plan meetings for working on the project, and keep the team on schedule to meet competition submission deadlines (proposals and reports). They will also form a leadership board within the team for roles such as chief engineer and prototyping lead. The project generally starts at the end of fall semester and will be presented at SWE conference the following October/November.

## **Grand Prix Co-Chairs (8 hours/week)**

The Grand Prix Co-Chairs oversee the building of the PSWE racing crews' karts and participate in the Grand Prix race in the late spring. The chair will work closely with the crew chief, and together they will select the pit crew members consisting of a driver, crew chief, track worker, and four crew members for each of the two teams. The chairs must plan build meets, oversee the Grand Prix budget, and maintain contact with PSWE's kart sponsors (Corning Inc. and Wabash National), the crew chief, and parts suppliers. The chairs will also design/order t-shirts for the race.

## **Communications**

### **All Member Meeting (3 hours/week)**

All Member Meetings are general meetings for any SWE members and non-members. Company sponsors give a presentation that relates to engineering and is designed to apply to all years and majors. AMM's are also a great way to meet other SWE members, whether you are on the exec board or a general member. Since All-Member Meetings are open to any student on campus, AMM's provide students with information about and why PSWE is a great organization to become a member of. The benefit to company sponsors is that they get recognized on all advertisements for the AMM and have an opportunity to present at the meeting as well. This provides the opportunity for general SWE members to be familiar with the companies that sponsor PSWE. The AMM chair may also assist with setting up corporate relation events as interest arises.

### **Athletics (3 hours/week)**

The Athletics Chair is responsible for organizing intramurals for PSWE board and general members. This chair also involves organizing, washing, and taking care of the intramural jerseys and/or t-shirts. The Athletics Chair also involves planning any socials involving a form of exercise, such as rock climbing or yoga. The Athletics Chair can collaborate with the Social Chair for events similar to these.

### **Media Co-Chairs (4 hours/week)**

The Media Co-Chair is in charge of publicizing Purdue SWE events through social media and the website. This can include creating facebook, instagram, twitter, and snapchat post about SWE events, snapchat filters, announcements on the website, and other things similar. With that being said, the Media Co-Chairs are responsible for updating the appearance of the website. The Co-chairs will also be responsible for branding larger SWE events to allow for a

uniformity appearance in emails and post from year to year. Thus, the Co-Chairs must both be creative and organised.

### **Social (3 hours/week)**

The social chair is responsible for organizing events for members that encourage conversation, mentorship, and involvement. Events should include topics such as multicultural, community service, technical, mentoring structure, and general get-togethers.

### **Multicultural (3 hours/week)**

The main goals of this position are to raise awareness of the different cultures present at Purdue and to increase involvement of students from different backgrounds and cultures. The chair is encouraged to be creative in the topics of events. Ideas for events might include: multicultural potluck dinner, tours of the cultural centers, or learning a new form of dance.