

SWE Officer Positions

President

- Promote adherence to goals set by both national SWE and UNM SWE
- Communicate with other SWE sections as well as other parts of UNM
- Monthly conference calls with other section presidents
- Lead both general and officer meetings
- Initial research into new ideas/projects/outreach/opportunities
- Communicate with other officers
- Coordinate with vice president, and other officers

Vice President

- Support president as necessary, which can include:
 - Participating in monthly call-in
 - Leading meetings
 - Passing information to other officers
 - Other duties, if president cannot
- Communication link to other officers
- Book rooms for meetings
- Initiate scheduling of guest speakers
- Keep any officer calendars/files up-to-date
- Order shirts

Secretary

- Track minutes of general and officer meetings
- Provide sign-in and sign-up sheets for meetings and outreach/fundraising events
- Help set up meetings
- Organize ice-breakers for meetings
- Take notes in officer and general meetings
- Fill in on duties if president and vice president cannot

Treasurer

- Attend SGAO spending workshop
- Create budget and attend ASUNM budget meeting, budgets may include:
 - Conference budget (for both annual and regional conferences)
 - Outreach budget (for activity supplies, food, etc.)
 - T-shirt budget
- Work with SGAO accountant for things like money requests, booking flights, booking hotels, etc.
- Responsible for accounting and money
- Deal with reimbursements for various expenses (food at meetings, supplies for outreach events, etc.)
- Fill in on duties if president and vice president cannot

Conference Manager

- Coordinate travel to SWE Annual and Regional Conferences, which can include
 - Finding airfare
 - Finding hotels
 - Finding transportation
 - Communicating travel details to SWE members
- Secure funding for travel
- Maintain relationships with UNM Engineering Departments
- Fill in on duties if president and vice president cannot

Webmaster

- Maintain website, ensure all information is up-to-date
- Send reminder emails to list serv, add new members to list serv
- Manage Facebook page
- Create presentations for meetings
- May work with other officers to create flyers or send out emails concerning various events
- Fill in on duties if president and vice president cannot

Outreach Manager

- Organize, attend, and/or participate in special events promoting women in STEM
- Serve as spokesperson for the organization at meetings
- Responsible for developing and implementing outreach activities
- Establish and maintain effective relationships with other parties to develop outreach events
- Develop and implement an annual outreach plan (with a goal of one outreach per semester)
- May work with webmaster to create flyers or send out emails concerning outreach events
- Fill in on duties if president and vice president cannot

Membership Manager

- In charge of coordinating SWE presentations in STEM classes
- Knowledge of who each member is
- Keep track of meeting and event attendance for members
- Learn process of becoming a national SWE member
- Put together End-of-the-Year membership banquet
- Help other officers as necessary
- Fill in on duties if president and vice president cannot