

Tulsa NEO SWE Section – Officer Duties and Committee Descriptions

Revised 06/17/15

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President

- Preside over business and planning meetings, facilitate development of Section strategic plan, and ensure that planned activities support this plan
- Monitor progress of Committees and event planning to ensure roles are fulfilled, offering support as needed
- Appoint Committee Chairs (except Nominations), revise Officer/Committee descriptions, and merge or identify new committees as needed
- Serve as Tulsa Engineering Foundation liaison and attend quarterly meetings
- Act as point contact for Social and Website committees and provide updates at meetings when chairs are not present

Vice President of Outreach

- Ensure that at least four activities to promote Engineering as a career option to K-12 students are completed
- Solicit 2-3 volunteers to judge TECh Robotic Competition
- Act as point contact for Outreach events and committees and provide updates at meetings when chairs are not present

Vice President of Professional Development (PD)

- Ensure that at least four activities to promote Professional Development of our members are completed (technical tours, lectures, and networking or special events including the Summit)
- Submit ideas for PD events at Annual Planning Meeting
- Act as point contact for professional development events and provide updates at meetings

Treasurer

- Collect, distribute, and keep Section funds safe
- Complete semi-annual reports to board, end of year fiscal report to SWE National Treasurer by July 31, and IRS 990-N postcard mailed between July 1 and November 15
- Ensure checks are signed by two officers
- Coordinate with Fundraising committee at beginning of year to ensure fundraising letters are sent and provide updates at meetings when chair is not present
- Update the Section financial policy and expense reimbursement form as needed
- Maintain a transaction ledger and budget of Section finances

Secretary

- Establish event calendar during the Annual Planning Meeting and update as appropriate
- Manage Section correspondence including: thank you letters, by-laws changes, and correspondence with SWE including submitting Section officer list to SWE HQ by June 30
- Capture and distribute planning and business meeting summary and update membership list for same
- Solicit activity summary from committees and officers and assemble end-of-year report
- Update email distribution and contact lists as needed
- Act as point contact for Membership, Newsletter, Nominations, Bylaws, and Publicity committees and provide updates at meetings when chairs are not present

Section Representative

- Attend monthly Region conference call and Regional and Annual conferences as Section delegate; notify Council of Representatives (COR) if alternate will attend
- Communicate Region business and action items to the President in a timely fashion
- Compile and submit quarterly Section report to Region
- Assist the President in compiling and submitting the annual Section Vitality Assessment
- Revise and submit Section bylaws to Region in the fall as appropriate
- Coordinate with Awards committee to ensure Section and members are nominated for SWE awards as appropriate and act as point contact for Region Conference committee and provide updates at meetings when chairs are not present
- (Alternate) attend monthly Region conference calls and complete tasks Section Representative is unable to complete if so designated

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Awards - reports through Section Representative

- Identify opportunities for National SWE awards for Section (due March 31) and members (due July 1)
- Coordinate with appropriate members to ensure such award nomination packets are complete and submitted on time

Certificates of Merit - reports through VP of Outreach

- Request area high schools nominate a junior girl likely to excel in math/science field in March/April
- Present Certificates at school awards assembly or mail to school if not possible to present

Fundraising - reports through Treasurer

- Send fundraising requests to area companies from existing list, attempt to expand donor list, and maintain relationships with current donors; primary effort is in fall but additional attention may be needed for TASM
- Collect appropriate information and submit SWE Professional Development Grant applications as needed for Summit and 1-2 other events

Green Country Girls Night - reports through VP of Outreach

- Organize over night lock-in for middle school students at the Tulsa Air and Space Museum held in the spring of odd numbered years
- Define program, publicize event, manage registration, and identify volunteers to lead 4-5 rotating hands-on engineering/science workshops

Membership - reports through Secretary

- Establish and maintain contact with members and encourage their Section involvement
- Provide membership information to prospective members identified through Section events or other means
- Contact former members for renewal reminder or to determine basis for non-renewal

Public Relations - reports through Secretary

- Solicit articles and descriptions of upcoming events and summarize past events to distribute in e-blasts as approved by President and Secretary
- Publicize Section events in Tulsa World business section calendar and TulsaEngineer.org website calendar and other media as appropriate
- Manage LinkedIn and Facebook accounts

Nominations - reports through Secretary

- Assure at least three committee members serve as required by bylaws
- Send call for nominations with Board/Committee descriptions in March
- Contact members to discuss service opportunities
- Present slate with at least one qualified candidate for each officer position by April 15th as required by bylaws
- Conduct election in May with at least 21 days to return ballots