



Society of Women Engineers

Spring 2020

Monday, April 20th

SWE Board Positions & Election Format

Agenda

<u>Time</u>	<u>Topics</u>
6:30P - 6:40P	Check In
6:40P - 6:50P	Introduction & Election Format
6:50P - 7:20P	Board Positions
7:20P - 7:30P	Questions



CSUN SWE's Mission

To help those who identify as female to succeed in their respective engineering and computer science studies



Application Requirements

Nomination Form -> <https://bit.ly/SWEelections2020>

- Are you willing to put in 5 hours a week?
- What would you like to accomplish for SWE next year? (Something you are passionate about changing, adding on, etc.)
- What does leadership mean to you? What skills do you think are required to be a good leader?
- Why do you want to be a board member: general and/or specific to your position?



Tina, President



Jazmin, Vice President



Sorour, Treasurer



Alexis, Outreach



Thea, Secretary



Cynthia, Fundraising



Jenny, Events



Gisela, Social Media

Events Chair

The event Chair position consists of coordinating gatherings for SWE.

It requires reaching out to companies and organizations to plan events.

By being events chair it helps with :

- Networking skills.
- Communication skills.
- Can add extracurricular on resume.
- And best of all you make lifetime friend in SWE!

Public Relations Chair

As the Public Relations Chair, you are responsible for maintaining all social medias upto date.

That entails:

- Creating flyers with the corresponding information about the event and answering direct messages.
- You are also responsible for designing the bulletin board outside SWE room.
- Be as creative as possible :)

I personally enjoyed being the Public Relations Chair because I was able to get creative! It also allowed me to have a responsible position at SWE while still being able to balance school and personal responsibilities. It's definitely a great position to get your feet wet, and understand the responsibility as a board member. I too, was able to work with an amazing team of empowering girls that I believe will stay in contact with for life! If you have a tough upcoming semester for Fall but would still like to be a part of SWE I urge you to keep this position in mind :)

Fundraising Chair

As fundraising chair, you will be responsible for creating and leading fundraising events for the club. This includes reaching out to restaurants, CSUN, or any club you'd like to collaborate with and setting up the dates and times.

Fundraising allows the club to buy supplies needed for outreach events, general body meetings, and also to help cover expenses during annual conventions.

Outreach Chair

Key responsibilities:

- Pursue and **build relationships** with K-12 groups in the local community.
- **Raise awareness and educate** about engineering among schools, both as a major and career choice.
- **Promote SWENext** clubs and act as collegiate advisor to SWENext student leaders.
- **Plan, organize, and coordinate** with others on K12 outreach events for STEM.

Being Outreach Chair is:

- Super rewarding and inspirational
- A great way to rapidly develop your presentation and leadership skills
- Full of opportunities to meet and network with inspiring STEM leaders
- Always a new and exciting experience
- Hands on, on the ground, and fast-paced

Secretary

As secretary, you will serve as the liaison between the board and members of SWE by keeping everyone up to date through emails and the SLACK channel

- Take board meeting notes
- Record GBM attendance
- Maintain communication through emails and SLACK channel

Rewarding experience

- Working alongside your peers to provide opportunities for fellow CSUN students and K-12 students in the community

Develop your skills

- Team environment
- Leadership
- Verbal/Written communication

Treasurer

- Responsible for the collection and contribution, and safekeeping of section funds.
- Prepare, maintain, and report the financial position of the section to the approve budget (budget hearing)
- Work with other board members to plan events.
- Networking
- Leadership
- Hands-on experience
- Understanding group dynamic
- Use this experience for any other treasure position.

Vice President

- The President's right hand (wo)man - fills in for President when she cannot fulfill her duties
- Primary representative for the executive board within the chapter
- Responsible for communication between clubs
- Facilitates planned club activities with other board members



President

- Primary representative for the chapter within the College & AS/University
- Primary contact with SWE LA and the Nat'l Organization
- Responsible for updating and maintaining club documentation with the Nat'l Org
- Responsible for running both board and GBMs, including:
 - Planning semester activities with input from rest of the board
 - Booking rooms, reserving parking, etc.
 - Coordinating “day-of” activities, like food deliveries, guest pick-ups, set-up and take-down, etc.

Fall Semester Highlights



President (cont.)

Learn essential and life skills...

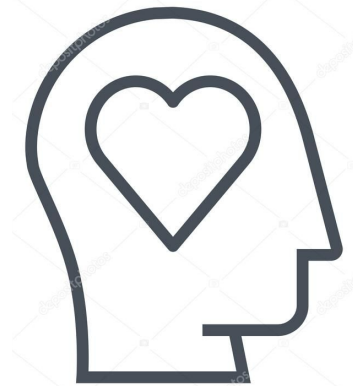
Public speaking

Teamwork

Time management

Networking

Organizational leadership



Set the example and motivate....

Follow your passions...

Accept new challenges...

Follow SWE on Social Media



@csun_swe



csunswe.slack.com



www.facebook.com/swe.csun



www.csunswe.org

Thank you for coming!

Message here