



Officer Positions

Eligibility Requirements:

- Must be enrolled as a full-time student at the University of North Texas, Denton.
- Must be a SWE members on CampusLabs

Officer Expectations:

- Uphold the duties of officer position for the entire 2020-2021 school year. Please see Page 2 for the descriptions of these duties.
- Must train newly elected officers the following year for given position.
- Attend officer meetings and org meetings (Mondays 7-9PM)
- Be professional, follow all University and Society rules and policies, and be familiar with and abide by the UNT SWE constitution.

Questions? Email untswe@gmail.com



Open Officer Positions and Duties

President

The President shall:

- Serve as the official representative of the organization.
- Supervise and coordinate the activities of the organization.
- Serve as the liaison between the organization and University community.
- Call regular and special meetings and presides over meetings of the organization.
- Prepare agendas for meetings.
- Maintain communication with Student Activities and ensure that all organizational information,
 - including registration, is current.
 - Ensure that all officers are performing their duties as defined in this Constitution.
 - Keep advisor informed of activities and functions of the organization.
 - Be familiar with UNT policies (especially 07.019 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.
 - Provide all documents and records pertaining to their responsibilities to the newly-elected President.
 - Assign special projects to officers.

Vice President

The VP helps the President in any duties

- In charge of Scholarships
- Banquet, any large event we need to coordinate, anything else that the president needs help with.
- Finding/ applying for awards that UNT SWE can represent

Treasurer:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Activities.
- Be responsible for collecting dues and notifying members who are delinquent in their payments, if applicable.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected
- Assist in special projects as assigned by the President.
- Run fundraising events

Head of Public Relations:

- In charge of the SWE ambassadors
- Running tabling events
- ensuring to gain that connections with other orgs, and keeping the face of the org
- Running and coordinating social events for SWE

Director of Networking:

- Oversee all social and professional networking events, development workshops, and company tours.
- Focusing more on the professional development of our members to help them get the valuable resources on helping them start a professional network for finding internships/Co-ops in school and a career after graduation.
- Work on getting speakers for meetings by networking with the industry and working with the president.

Secretary:

- In charge of the SWE website, the calendar of events, taking meeting minutes at both meetings, member of the month, the points sheet
- Maintain the records of the section;
- Provide oversight and guidance to the committee chairs as assigned; and
- Perform other duties normally associated with the office of secretary or as may be assigned by the president, the executive council, or the governance

Social Media Manager:

- It is your sole responsibility to manage all social media pages including but not limited Facebook, Instagram, & Twitter. Your position entails you to increase traffic to our social media pages and our website. This position also includes being the 'unofficial' photographer at meetings, events etc.

Advertisement / Design:

- Being in charge of advertising- posting flyers, creating designs for events, upcoming meetings while working with the Social Media Manager.

Graduate Representative:

- As graduate representative, you will help bridge the gap with our graduate students & be the main facilitator. This includes coming up with ideas/collaborating to help UNT SWE be more inclusive to graduates students. This can include having separate events created specifically geared towards graduate students.



Undergraduate Representative:

- The main duties of Undergraduate Representative are the study sessions, engineering students to join the Society of Women Engineers; attending undergrad classes to talk about SWE and create a repertoire with the undergrads
- Representative is a nominated position, and gives the student the opportunity to develop leadership skills and learn what it means to be a SWE officer at the University of North Texas.

Director of Outreach:

- Responsible for running the After-School Brain STEM Program
- Coordinating any events which is related to reaching out to middle school, elementary school kids to increase outreach about STEM fields
- Brainstorm and implement new ways to increase our reach to the community

SWE Ambassadors:

- SWE ambassadors embody the spirit of the organization and work with Head of PR and other officers on duties related to networking, bringing in volunteers/members to events.
- Being an ambassador allows you to see how the organization works, work on numerous events and be 'junior officers' to help that transition.