




Society of Women Engineers

Charlotte-Metrolina Section, D-002
Leadership Training



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SOCIETY OF WOMEN ENGINEERS

Acronyms

- ASR – Alternate Section Rep
- BOD – Board of Directors
- BOT – Board of Trustees
- COR – Council of Representatives
 - Section Rep is a part of COR
- DESA – Distinguished Engineering Service Award
- EC – Executive Council
- FIG – Focused Interest Group
- FY – Fiscal Year
 - July 1 – June 30
- GSE – Girl Scout Event
- LSA – List Serv Administrator
- MAL – Member at Large
- PD – Professional Development
- RMC – Region Membership Coordinator
- SR – Section Representative
- SSA – Service to SWE Award
- SWE always comes first
 - SWE-Charlotte-Metrolina
 - SWE-CM
- WC – Website Coordinator

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Executive Council

- Governing body of the Section
- Consists of:
 - Section Officers
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Section Representative
 - Alternate Section Representative
 - Committee chairs as non-voting members
 - Awards
 - Membership
 - Nominating & Teller
 - Outreach
 - Professional Development
 - Website Coordinator

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Executive Council – Duties

- Transact the business of the section;
- Implement section policies as determined by the membership;
- Elect the members of the nominating committee;
- Approve the appointment of all committee chairs, except the chair of the nominating committee;
- Ensure that the section is represented at region council and council of representative meetings; and
- Approve the section budget and authorize expenditures not included in the approved budget.

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EC – Conducting Business

- EC meets regularly to conduct the business of the section.
- A quorum is a majority of officers, one of whom is the President, VP, or SR.
- May conduct business via:
 - email
 - fax
 - phone
 - other electronic devices
- Email business:
 - Only members of the EC should be included in distribution list for messages.
 - Rare exceptions may occur when the business at hand involves a non-EC member and input may be needed from that person.

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EC – Business

- The EC typically meets in July and January for planning meetings.
- July Meeting
 - Complete Leadership Training
 - Develop and approve budget
 - Develop Tactical Plan (Goals)
 - Based on Society and Regional Goals
 - Develop Calendar of Events
 - Assign EC members as Event Coordinators
- January Meeting
 - Review remaining events
 - Make adjustments as necessary

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Section Business

- The Section typically includes its business meetings in conjunction with the September and April Events.
- Calendar of Events is presented at September meeting.
- Slate of Officers is announced at April meeting and via email and website.

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President – Duties

- Represent the section before the public and preside at meetings of the section and its executive council;
- Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee;
- Approve the appointment of all committee members, except the members of the nominating committee;
- Authorize the disbursement of section funds within the budget approved by the executive council;
- Be an authorized signatory on all section accounts;
- Coordinate activities and execute the business and policies of the section between meetings;
- Review and approve the year-end section financial report;
- Provide oversight and guidance to the committee chairs as assigned; and
- Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.

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President – Other Duties

- Serve on Awards Committee for DESA selection.
- Select a SSA recipient as appropriate.
- Organize gifts for and recognition of outgoing Officers at Annual Awards & Recognition Banquet.
- Establish succession plan.
- Provide leadership training for EC.
- Provide oversight as needed for Event Coordinators.

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Vice President – Duties

- Assume the duties of the president if the president is temporarily unable to serve;
- Provide oversight and guidance to the committee chairs as assigned; and
- Perform such other duties as may be assigned by the president, the executive council, or the governance documents.

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Vice President – Other Duties

- Ensure gift is obtained for Outgoing President for Annual Awards & Recognition Banquet.
- Ensure SWE pin and Past President gavel are ordered in time for presentation at banquet as necessary.

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Secretary – Duties

- 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 documents.

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Secretary – Other Duties

- Prepare minutes for EC meetings.
- Prepare minutes for other general business or event planning meetings.
- Compose and edit the SWE-CM Newsletter.
- Coordinate with WC and LSA to publish the SWE-CM Newsletter.
- Ensure “Thank You” letters are written and sent to speakers, etc. within 10 days of event as appropriate.
- Provide Treasurer with a letter including the next FY officer roster for bank by June 30 for signatory changes.

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Secretary – Minutes

- Minutes to be distributed to EC and WC for posting on Section website within 10 days of meeting.
 - Include business conducted via other means (i.e. email, teleconference, etc.).
- [Minutes Template](#) provided on Officers' Page of Section website.
 - [Instructions](#) provided with template.

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Secretary – Newsletter

- *SWE~Charlotte-Metrolina Chronicle*
 - Volume 1 of our current template was published in FY08.
- Distributed quarterly on the 15th of the month:
 - Issue 1 (Summer) in July
 - May be distributed later in July depending on timing of EC planning meeting but no later than July 31.
 - Issue 2 (Fall) in October
 - Issue 3 (Winter) in January
 - Issue 4 (Spring) in April
- Send reminder for information on 1st to be received by the 10th of the month.
- List of fixed features and contents for each issue is included in the [Secretary Instructions](#) provided on the Officers' Page of the website.

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Secretary – Newsletter

- [Newsletter Template](#) provided on Officers' Page of Section website
 - [Instructions](#) provided with template.
- Newsletter submitted to WC and LSA for posting and/or distribution.

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Treasurer – Duties

- Be responsible for the collection, distribution, and safekeeping of section funds;
- Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
- Submit a financial report to the Society in accordance with established procedures;
- Provide oversight and guidance to the committee chairs as assigned; and
- Perform other duties normally associated with the office of treasurer or as may be assigned by the president, the executive council, or the governance documents.

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Treasurer – Reports/Audits

- [Budget Template](#) available on Officers' Page of Section website.
 - Section Financial Report Template is included in Budget Template file.
 - Instructions provided in template file.
- Maintain online banking account(s).
- Provide Treasurer's update to Section membership quarterly via newsletter.
- Provide financial update to EC upon request.
 - Typically at EC meetings
- Financial Report for HQ is available in on SWE website.
 - FY## Treasurer completes and submits FY## Financial Report to HQ by July 31.
- File e-Postcard with IRS by Nov 15.

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Financial Accounts

- First Charter/Fifth Third Bank Accounts:
 - Checking
 - Operating account
 - Savings
 - Actually a secondary checking account opened specifically to link to PayPal; no other use.
 - Signatories
 - President
 - Treasurer
 - Obtain letter for bank from Secretary by June 30 for changes in signatories.
- PayPal
 - Premier Account
 - To invoice and accept fees online when appropriate.

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Financial Policy

- Limit for spending over budgeted amounts without EC approval is 10% or \$50 whichever is less.
- Submit reimbursement request form with receipt(s) to Treasurer within 30 days of purchase of item or event completion, whichever is appropriate.
 - [Reimbursement form](#) available on Officers' Page of Section website under Treasurer.
- Perform an internal audit at the end of each FY.

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Section Rep/Alternate – Duties

- Perform those duties expected of them as described in the Society bylaws, the council of representatives' procedures, and the region governance documents; and
- Perform other duties normally associated with the office of section representative or as may be assigned by the president, the executive council, or the governance documents.

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Section Rep – Reports

- Complete and submit section reports as instructed by Region D Governor.
 - Typically September, January, May
- Section Reports to be distributed to EC, WC, and LSA within 2 days of submission to Region D Governor for posting on Section website and/or distribution to Section membership.
- [Report Template](#) provided on Officers' Page of Section website.
 - [Instructions](#) provided with template.
 - Template may not be same formatting as required by Region Governor; it is formatted as other SWE-CM Reports.
- Complete and submit Annual Report (Roster Update) to HQ by June 30.

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Committees & Chairs

- EC may establish committees as the need arises.
 - Old: Membership, Nominating, Outreach, PD, Publicity
 - Website Coordinator
 - New: Awards
- Chairs are appointed by the President.
 - For our Section, the Website Coordinator is considered a Committee Chair.
 - The nominating committee selects its own chair.
- Members of the committees are appointed by the Chair with the approval of the President.
 - Nominating committee is elected by EC.
- EC provides duties and reporting relationships.

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Reporting Relationships


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graph TD
    SP[Section President] --> VP[Vice President]
    SP --> Sec[Secretary]
    VP --> OC[Outreach Committee]
    VP --> Tre[Treasurer]
    Tre --> PDC[Prof. Dev. Committee]
    Tre --> ASR[All Section Rep]
    ASR --> WC[Website Coordinator]
    Sec --> MC[Membership Committee]
    Sec --> SR[Section Rep]
    SR --> PC[Publicity Committee]
    SR --> NC[Nominating Committee]
    SR --> AC[Awards Committee]
  
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Chart is representative of Section reporting structure but not specific; the EC will develop an appropriate chart each FY.

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Committee Chair – Duties

- Provide status report to EC upon request.
- Submit annual report to the EC.
- [Report Template](#) provided on Officers' Page of Section website.
 - [Instructions](#) provided with template.

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Awards Committee

- Coordinate Distinguished Engineering Service Award (DESA) process.
 - Created in FY07 to recognize individuals who best exemplify the engineering profession through leadership and service.
 - Announce nomination cycle.
 - Collect nominations.
 - Select recipient(s).
 - Handle award(s) package(s).
 - Submit article for website and newsletter.
- Service to SWE Award (SSA)
 - Created in FY08 to recognize a SWE Member who shows great dedication and service to SWE and the CM Section.
 - Selected by President.
- Coordinate with Publicity Committee and/or Secretary to submit press release within 5 days of Awards and Recognition Banquet for all Award(s) recipient(s).

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Awards Committee

- Coordinate submissions for Regional and National Awards.
 - Notify EC of awards for which our Section qualifies and their submission deadlines.
 - Prepare submissions or delegate the preparation.

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Membership Committee

- Coordinate programs to retain and increase membership.
- Maintain personal data files on members and prospective members.
- Create and supply membership packets (electronic) to potential new members.
- Assist potential new members in membership application process as necessary.
- Coordinate with Secretary, LSA, and/or WC to welcome new members and maintain membership list.
- Provide member "bios" for newsletters via online [form](#).
- Chair serves as Data Officer for Section.

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Nominating & Teller Committee

- Solicit volunteers for offices for next FY.
- Announce slate of officers by April 15.
- Accept petition candidates by April 30.
- Coordinate with WC and LSA to distribute ballots by May 1 for voting by May 25.
- Coordinate with WC to collect votes.
- Count votes and report results to Section membership.

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Outreach Committee

- Formerly known as Career Guidance Committee.
- Provide oversight as needed to the annual Girl Scout Event(s) Coordinator(s).
- Provide information and counseling on engineering careers for elementary, middle, junior high, and high school students, their counselors, and parents as requested.
- Disseminate information on available SWE scholarships as requested.
- Act as a resource to college students as they head toward careers in engineering.

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PD Committee

- Encourage and assist Section members to establish goals for and to attain high levels of educational and professional achievement.
- Encourage and assist women engineers in readying themselves for a return to active work after a period of absence.
- Provide opportunities for members to enhance their technical and managerial skills, network, and gain visibility.
 - Provide oversight as needed to PD Event(s) Coordinator(s).

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Publicity Committee

- Provide publicity to advance the Society's objectives and Section goals.
- Send news accounts of Section activities to *SWE: The Magazine of the Society of Women Engineers*.
- Ensure press releases for events and awards are submitted to local news agencies in a timely manner.

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Website Coordinator – Duties

- Maintain and update Section website.
 - <http://swe-cm.org>
 - Hosted by GoDaddy.com
- Maintain all online accounts and login information and distribute to EC as appropriate.
 - Exception: Online banking and PayPal accounts to be maintained by Treasurer
- Ensure Section uses SPAM reduction methods.
 - No mailto tags for personal email addresses on website.
 - Use spaces around @ to avoid mailto tags being created during conversions to pdf format.
 - No posting of Section's list serv addresses.

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Online Accounts

- Our Section has accounts with the following online sites:
 - Evite (online invitations)
 - Flickr (for photo upload)
 - Geocities (old website)
 - GoDaddy (current website & webmaster email)
 - Officers' Page requires login
 - List Servs (through SWE)
 - Online Banking
 - PayPal
 - Pizza Hut (for GSE lunch)
 - Yahoo (Section email)

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List Serv Administrator

- Typically Website Coordinator and/or Secretary
- Our Section currently has two email list servs through SWE that serve as our main source of communication.
 - swe-cm
 - General list that includes Section members and contacts (~150 subscribers)
 - Used to disseminate meeting notices, announcements, and other general information.
 - swe-cm-mem
 - Special list that includes only Section members
 - Used for Section business and to disseminate information intended only for SWE Members.
 - Configured so only addresses on posters list can send/post messages to the lists.
 - Posters list is Section addresses and EC addresses.

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LSA – Duties

- Maintain and update both list servs
 - Work with Website Coordinator to maintain and update Evite address book to match list servs.
- Ensure Section abides by CAN SPAM procedures.
 - Offer opt-out/remove option on all messages sent to list servs.

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Event Coordinator – Duties

- Determine time, location, fee, and RSVP date for event.
- Secure event speaker and location as necessary.
- Ensure event announcement is made approximately 1 month before event.
 - Create event flyer as necessary and submit to WC and LSA for posting and distribution.
 - [Flyer Template](#) provided on Officers' Page of website.
 - Create and send Evite as necessary or provide information to WC.
 - [Instructions](#) for Flyer and Evite are provided on Officers' Page of website.
- Ensure reminder is sent approximately 1 week before event.
- Work with others as necessary to handle RSVP's, invoicing, collection of fees, and distribution of receipts.
- Ensure attendance is documented using [Meeting Sign-in](#) sheet provided on Officers' Page of website.
- Ensure photos, if any, are uploaded to Flickr account within 10 days of event.
- Complete Event Report within 10 days of event completion.
- Submit receipt(s) to Treasurer as appropriate within 30 days.

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Event Reports

- Event Reports were implemented in FY08 to serve the following purposes:
 - To inform the officers (and section) of the outcome of each event;
 - To track and account for income and expenses associated with each event;
 - To be used for newsletter articles and information;
 - To be used to complete Section Reports; and
 - To provide a history of our previous events, including lessons learned, to help with planning future events.
 - Lessons learned are both what worked well and what needs improvement.

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Event Report – Contents

- The following information is needed to complete the Event Report:

<ul style="list-style-type: none"> – Event Name – Event Date & Time – Event Location (with address) – Event Coordinator(s) – Attendance <ul style="list-style-type: none"> • Members • Non-members – Sponsor(s) & Donation(s) – Awards/Door Prizes & Recipients 	<ul style="list-style-type: none"> – Income & Expenses: <ul style="list-style-type: none"> • Item(s) • Amount(s) • Receipt(s) remitted/submitted? – Event Description – Lessons Learned – Contact Information – Photos, if any, uploaded to Flickr
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Event Report – Submission

- [Online Event Report Form](#) is provided in two places on website:
 - Archives page (no login required)
 - Officers’ Page (login required)
- Submitted to Website Coordinator
- Once submitted, an Event Report will be posted to the Officers’ Page within 7 days with notification of posting sent to EC.

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Resources – Section Files

- The following files are available on the Officers’ Page of the website:
 - SWE-CM Leadership Training Presentation
 - Section Bylaws
 - Section Letterhead
 - Certificate Template(s)
 - Current FY Event Reports
 - Past Documents: TP/Goals, Minutes, Reports

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Resources – Section Files

- The following files are available on the Officers’ Page of the website:

<ul style="list-style-type: none"> – For Secretary: <ul style="list-style-type: none"> • Minutes Template • Newsletter Template(s) • Roster Letter for Bank • File Instructions 	<ul style="list-style-type: none"> – For Treasurer: <ul style="list-style-type: none"> • Budget Template <ul style="list-style-type: none"> – Financial Update Template – File Instructions • Donation Receipt • Payment Receipt • Reimbursement Form
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Resources – Section Files

- The following files are available on the Officers' Page of the website:
 - For Section Rep:
 - Section Tactical Plan Template
 - Section Report Template
 - File Instructions
 - For Committee Chairs:
 - Committee Report Template
 - Template Instructions

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Resources – Section Files

- The following files are available on the Officers' Page of the website:
 - For Event Coordinators:
 - List of area Restaurants with Private Rooms
 - Event Flyer Template
 - Event Sign-in Sheet
 - Online Event Report Form
 - Event Report Template (WC use only)
 - Template & Evite Instructions

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Resources – Other

- Section website (<http://swe-cm.org>)
- SWE website (www.swe.org)
- CutePDF writer from www.cutepdf.com
 - 'Prints' files to pdf format.
 - Use spaces around @ in email addresses to avoid mailto tags in the pdf file.

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Resources – SWE Website

- SWE website (www.swe.org)
 - Online Membership Directory
 - All Members have access and search rights
 - Download rights:
 - President
 - Treasurer
 - Section Rep/ASR
 - Data Officer
 - Leadership Reporting Center
 - President
 - Treasurer
 - Data Officer

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Resources – SWE Communities

- My SWE Communities
 - Located on SWE website.
 - Must login and join communities before you can view community information.
 - Communications Community
 - Logo guidelines
 - SWE PowerPoint template
 - Governance Documents Community
 - Society Bylaws
 - Leadership Coaching Community
 - Leadership Coaching Modules
 - Region & Section Resources Community
 - Annual Report (Roster update)
 - EZ Professional Section Finance Report
 - Financial Handbook
 - Record Keeping Guidelines

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Contact Information

- SWE-Charlotte-Metrolina Section, D-002
 - SWE-CM
- PO Box 37784, Rock Hill, SC 29732
 - Located at 2191 Ebenezer Road, Rock Hill, SC
 - Mail pick-up list with PO:
 - President
 - Treasurer
 - Next closest EC member
 - Keys distributed to the two closest EC members.
- Charlotte.Metrolina @ swe.org
 - Alias points to swe-charlotte @ yahoo.com
- <http://swe-cm.org>
 - webmaster@swe-cm.org
- EC members are asked to use their SWE email alias as their contact email for SWE-CM purposes.
 - Requests for a SWE alias can be made on SWE website if necessary.

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