

SWE GBM #2 (Spring)

February 17, 2015

Kiddie 228, 9:00pm

WELCOME!

Public Relations Chair Elections

- You would... make posters, run FB, submit SLN and DuckSync announcements, set-up SWE website
- Good introductory position to E-board
 - You would not have the same vote as E-board member, but get to know how it works
- Nominations Needed! Voted THIS GBM!

What does each SWE-board
position do?

President

- Oversees the organization -> planning events with the committee heads, running all meetings
- Handles communication between Stevens SWE &
 - National SWE
 - other SWE chapters
 - Other campus organizations
- Facilitates organization of National and Regionals Conferences
- Email Aleks at apetelsk@stevens.edu with any questions!

Vice-President

- Assist President with duties
- Help out with last minute event planning
- Help organize inter-professional society events
 - Demonstration Day and RAGE



Treasurer

- Make the Budget for the Fall and Spring Semester
- To monitor or make all purchases for SWE events
- To document all purchases made and submit the appropriate forms to Student Life and the SGA
- To receive and deposit all monies of this chapter and keep an accurate record thereof.
- Work with Fundraising chair to organize and execute Fundraisers
- Questions? email sgoode@stevens.edu



Secretary

- Record meeting minutes
- Maintain attendance and membership points
- Book rooms for events
- Send out corresponding emails



Questions? Contact Kendel Aurand at kaurand@stevens.edu

Professional Development

- Network with companies
 - E-mail representatives
 - Coordinate on-campus events
 - corporate events, events with alumnae, focus on business etiquette, resume reviews)
- Plan events with other SWE chapters
- Manage sponsorship opportunities from companies
- Questions? contact Elizabeth Gonzales
egonzal@stevens.edu or Kate Moyer
kmoyer@stevens.edu

Social Committee

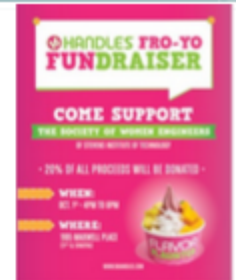
- Schedule and host *super fun* events for SWE and the rest of campus!
- Surprise members with awesome ice-breakers that everyone everywhere definitely loves doing!
- Take home leftover food



K-12 Outreach

- **Organize events between Girl Scouts, Cadettes, and potentially high schools to come to campus**
- **Involved in the grant-writing process**

Fundraising



- Work with companies (mainly food vendors aka restaurants) in Hoboken to host events
- Work with K-12 outreach to know what events are being planned and know the money needed for those events during the semester
- Get to design and order T-shirts..... IT IS SURVEY TIME FOR OUR NEW T-SHIRTS!!!!!!!
- Questions? email cguida@stevens.edu

Prof Dev Events

Upcoming Events:

- PSE&G panel and discussion
 - March 25th 4-6 pm EAS 222
 - refreshments will be provided
 - need help advertising!
- Look out for TATA Communications event in the near future and other fun workshops this semester

Ideas for fall semester events? You can never start planning too early!

NJIT SWEet



- “Day of collaboration, teamwork, and building leaders... not found at the regional conference”
- March 28, 2015 10-4:30PM @ NJIT
- Can still send a head-count to NJIT!

SWE

NEW JERSEY INSTITUTE
OF TECHNOLOGY

Society of Women Engineers

ASPIRE · ADVANCE · ACHIEVE

Hardwired NYC

- It's a community that explores the internet of things, 3D printing, hardware, startups and more!
- Plus, it's sponsoring a Free Tech/Startup Event for Students!
 - Tuesday, Feb 24th 5:45 PM at WeWork Soho West

Break out into Committee's

- **Front left : K-12**
 - **Front Right : Fundraising**
 - **Middle Left : Social**
 - **Middle Right : Prof Dev**
-
- **SIGN-UPS for NJIT SWEet on table.**
 - **Nominations on laptop up front.**

THANKS! ☺