

## Awards Chair

- **Position Type:** Appointed
- **Requirements to Hold Position:**
  - Paid member of the Society of Women Engineers
- **Responsibilities:**
  - To work with EC to nominate SWE-KC members and programs for Society and SWE Local awards
- **Supporting Responsibilities:**
  - Attend monthly EC meetings
  - Attend the EC “Strategic & Tactical Planning” Meeting (August/September) & Spring Kick-off Meeting (January)
  - Report monthly to the Vice President on all activities status prior to the monthly EC meeting
    - Monthly updates can be done in person or via email
  - Individual SWE Awards – Region and Society
    - Tentative Due Dates
      - WE Local awards are due in September 30th
      - Society individual awards are due March 1<sup>st</sup>
    - Work with EC to determine individuals to nominate for WE Local and Society individual awards.
    - Coordinate nomination process for WE Local and Society individual awards
    - Seek final approval at the EC meetings for WE Local and Society awards (distribute draft packets to section officers and/or committee chairs for review/input as necessary)
    - Submit nominations to WE Local and Society by the deadlines
  - Program SWE Awards – WE Local
    - Tentative Due Dates
      - WE Local awards are due in September 30th
    - Work with EC to determine program to nominate
    - Coordinate nomination process
    - Seek final approval at the EC meetings (distribute draft packets to section officers and/or committee chairs for review/input as necessary)
    - Submit nominations to Society by the deadlines
  - SWE Mission Award – Society
    - Tentative Due Date
      - July 1<sup>st</sup>
    - Assist in the filling out the SWE Mission award packet.
    - Seek final approval/input at the EC meetings (distribute draft to section officers and/or committee chairs for review/input as necessary)

- Submit award by deadline
  - Communicate award and other recognitions of members through a section email, social media and an article in the newsletter (details to be submitted to section Secretary and President)
- **Time Commitment:** 10 hours in September, 10 hours/month in January and February, 5 hours in July
- **Term:** 1 fiscal year (July – June)