

Events Chair

- **Position Type:** Appointed
- **Requirements to Hold Position:**
 - Paid member of the Society of Women Engineers
- **Responsibilities:**
 - Events: Plan and execute all SWE-KC events other than Executive Council (EC) meetings and outreach events
- **Supporting Responsibilities:**
 - Conduct monthly meetings for the Events Committee. Prepare agenda and meeting minutes. Send monthly meeting dates/times to Secretary to have posted on the SWE-KC calendar. Send out monthly meeting email invites to committee members. (if applicable)
 - Coordinate with the social media coordinators to get events posted on social media sites. Coordinate with Secretary to get events posted in E-blasts and on Calendar.
 - Write two brief summaries of events for the SWE newsletters
 - Attend monthly EC meetings
 - Attend the EC “Strategic & Tactical Planning” Meeting (August/September) & Spring Kick-off Meeting (January)
 - Develop goals that align with section goals
 - Coordinate with the Treasurer to inquire on budget and purchase or obtain reimbursement for supplies
 - Report monthly to the section Vice President on all activities and budget status prior to the monthly EC meeting (via email or in person)
 - Ensure SWE-KC Activity Log is filled appropriately as events take place
 - Ensure membership events are done in a professional manner and reflect well upon the section.
 - Events
 - Ensure one member event per month. This can be a Meet and Greet, volunteer event, networking joint event, Fellows Reception. Provide sign-in sheet template and event kit as applicable.
 - Compose event descriptions and send them to the Secretary for distribution to the section via email and/or the newsletter and post on the SWE-KC calendar
- **Time Commitment:** 5 - 10 hours/month for preparation and administration in addition to events (does not include time to attend or if hosting setting up and organizing the events)
- **Term:** 1 fiscal year (July – June)