

Introduce a Girl to Engineering Day (IGED) Chair

- **Position Type:** Appointed
- **Requirements to Hold Position:**
 - Paid member of the Society of Women Engineers
 - At least one year active membership on the IGED Committee
 - Passionate about STEM outreach
- **Responsibilities:**
 - Plan and execute the SWE-KC Introduce a Girl to Engineering Day (IGED) event
- **Supporting Responsibilities:**
 - Attend 2 EC meetings throughout the Fiscal Year (FY) [1 fall & 1 spring meeting]
 - Attend the EC “Strategic & Tactical Planning” Meeting (August) & Spring Kick-off Meeting (January)
 - Coordinate with Treasurer and President to be put on the IGED bank account
 - Ensure IGED committee positions are filled
 - Report monthly to Outreach Chair prior to Executive Council (EC) meeting or attend EC meeting to give update
 - Schedule and hold IGED committee meetings and workdays as needed
 - Send meeting dates/times to Secretary to have posted on the SWE-KC calendar
 - Coordinate keynote speaker for IGED event
 - Ensure IGED Google Drive is up-to-date with event supporting documentation, including descriptions and lessons learned for each position
 - Write brief summary of event for the SWE newsletters
- **Time Commitment:**
 - 2 – 3 hours/month for preparation and administration
 - 20 – 25 hours the month of the event
- **Term:** 1 year (April – March)
- **Additional Information:**
 - Recommend this role being held by two “Co-Chairs”
 - KC IGED website: <http://kcsweiged.blogspot.com>
 - KC IGED Gmail address: kc.iged@gmail.com