Introduce a Girl to Engineering Day Jr (IGED Jr) 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 Jr (IGED Jr) event
- **Supporting Responsibilities:**
  - Attend 2 EC meetings throughout the Fiscal Year (FY)
  - Attend the EC “Strategic & Tactical Planning” Meeting (August)
  - Coordinate with Treasurer and President to be put on the IGED bank account
  - Ensure IGED Jr 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 Jr 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 Jr 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 (July – June)
- **Additional Information:**
  - Recommend this role being held by two “Co-Chairs”
  - KC IGED website: [http://kcsweiged.blogspot.com](http://kcsweiged.blogspot.com)
  - KC IGED Gmail address: kc.iged@gmail.com