Membership Chair

- **Position Type:** Appointed
- **Requirements to Hold Position:**
  - Paid member of the Society of Women Engineers
- **Responsibilities:**
  - Membership: Review monthly membership reports and lead efforts to recruit new members and retain existing members
- **Supporting Responsibilities:**
  - Attend monthly EC meetings
  - Attend the EC “Strategic & Tactical Planning” Meeting (September) & Spring Kick-off Meeting (January)
  - Conduct monthly meetings for the Membership Committee. Prepare agenda and meeting minutes. Send monthly meeting dates/times to Secretary to have posted on the SWE-KC calendar (if applicable).
  - Report monthly to the section Secretary on all activities and budget status prior to the monthly EC meeting
  - Develop goals with the Membership Committee that align with section goals
  - Coordinate with the Treasurer to purchase or obtain reimbursement for supplies
  - Membership
    - In August, work with Secretary to update annual survey of members to determine best times/locations for events.
    - From July to October, contact members who haven’t renewed.
    - In April, reach out to graduating collegiates moving to the Kansas City area. Work with collegiate counselors to get the list of graduates from KU, UMKC, MU, KSU and other nearby universities.
    - Coordinate with Secretary to pull monthly membership reports.
  - Alongside the section president, establish contact with prominent engineering companies to send organization information once a year
  - Represent the SWE-KC section at regional events/organizations such as
    - KC STEM Alliance
    - Science Pioneers
    - Girl Scouts of NE KS and NW MO
    - Engineers Week
  - Ensure membership programming is done in a professional manner and reflect well upon the section.
  - Update the SWE-KC brochure (annually) with the help of the vice president.
  - Ensure SWE-KC Activity Log is filled appropriately as events take place
  - Provide newsletter membership item
- **Time Commitment:** 2 – 3 hours/month for preparation and administration in addition to events
- **Term:** 1 fiscal year (July – June)