

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)