

## Outreach Chair

- **Position Type:** Appointed
- **Requirements to Hold Position:**
  - Paid member of the Society of Women Engineers
  - Passionate about K-12 STEM outreach
- **Responsibilities:**
  - Ensure all SWE-KC involvement in community outreach events are done in a professional manner and reflect well upon the section.
- **Supporting Responsibilities:**
  - Attend monthly EC meetings
  - Attend the EC “Strategic & Tactical Planning” Meeting (September) & Spring Kick-off Meeting (January)
  - Report monthly to the section Treasurer monthly on all outreach activities and budget status prior to the monthly Executive Council (EC) meeting
  - Conduct monthly meetings for the Outreach Committee. Send monthly meeting dates/times to Secretary to have posted on the SWE-KC calendar. (if applicable)
  - Obtain and report to the EC regular updates from the outreach event chairs – IGED, IGED Jr, SWEETIE Pi, etc.
  - Develop goals that align with section goals
  - Ensure SWE-KC host or participates in at least one STEM outreach events or activities per year focused on junior high school students
  - Ensure SWE-KC Host or participate in at least two STEM outreach events or activities per year focused on high school students
  - Compose event descriptions and volunteer needs and information and send to the Secretary for distribution to the section via email and/or the newsletter, as needed. Can delegate to event chairs.
  - Write two brief summaries of events for the SWE newsletters. Can delegate to event chairs.
  - Coordinate with the Treasurer to purchase or obtain reimbursement for activity supplies
  - Ensure SWE-KC Activity Log is filled appropriately as events take place
- **Time Commitment:** 2 – 3 hours/month for preparation and administration in addition to outreach events
- **Term:** 1 fiscal year (July – June)