

## Professional Development Event Chair

- **Position Type:** Appointed
- **Requirements to Hold Position:**
  - Paid member of the Society of Women Engineers
- **Responsibilities:**
  - To develop an annual signature professional development event for SWE-KC
- **Supporting Responsibilities:**
  - Determine the format for the event
  - Determine the time and location of the event
  - Obtain any necessary resources
  - Submit a budget for the event and develop a plan for funding
  - Execute all the logistics to run the event
  - Coordinate with the Events and Membership Committee
  - Work with the Vice President to establish SMART tactical goals for each year
  - Provide updates to the Events and Membership Chair or the Vice President prior to each monthly Executive Council (EC) meeting or attend the monthly meeting to provide an update
  - Attend 1-2 EC meetings throughout the Fiscal Year (FY)
  - Compose a team to help develop and execute the event
  - Work with the Fundraising Chair to obtain sponsorship for the event
  - Consider applying for a new Program Development Grant (PDG) for the event through SWE
  - Consider working with the JEC rep to advertise the event with other professional engineering societies
  - Consider pairing with another organization, such as NSBE or Central Exchange
  - Consider starting with a smaller event over the next couple of years and growing it into a larger event
- **Time Commitment:**
  - In general, 2 – 3 hours/month
  - 15 – 20 hours the month of the event
- **Term:**
  - Initial commitment up through the first event
  - Ongoing commitment of 1 fiscal year (July – June)

**Deleted:** the first of which is to be held by the end of FY19 ¶