

President

- **Position Type:** Elected
- **Requirements to Hold Position:**
 - Paid member of the Society of Women Engineers
 - Recommended: served as an officer or committee chair in a professional section
- **Responsibilities:**

According to the Section Bylaws

The president shall:

 1. Represent the section before the public and preside at meetings of the section and its executive council;
 2. Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee;
 3. Approve the appointment of all committee members, except the members of the nominating committee;
 4. Authorize the disbursement of section funds within the budget approved by the executive council;
 5. Be an authorized signatory on all section accounts;
 6. Coordinate activities and execute the business and policies of the section between meetings;
 7. Review and approve the year-end section financial report;
 8. Provide oversight and guidance to the committee chairs as assigned, and
 9. Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.

Ensure basic requirements by BOD of sections in good standing are met

 - Maintain 15 voting members or 30% of voting members of section, whichever is less
 - Elect officers per bylaws
 - Submit annual financial report to SWE HQ (Compiled by section treasurer and approved by president)
- **Supporting Responsibilities:**
 - Serve as a member of the Section's Executive Council (EC) and assist in planning section events as needed
 - Attend EC meetings
 - Attend Society and WE Local Conferences as able
 - Support and provide guidance to all section officers and committees
 - Coordinate and run the officer training and strategic & tactical planning meeting at the beginning of the Fiscal Year (FY)
 - Coordinate a mid-year review meeting
 - Coordinate end of the year wrap-up meeting and celebratory event
 - Prepare an agenda for all meetings of the EC
 - Ensure section applies for Society & WE Local awards & nominates individuals for SWE honors
 - Fill out the Section Vitality Assessment at end of year and submit to Leadership Coaching Committee (LCC) by due date
 - Ensure new officer roster for next FY is submitted to HQ by July 1st

- Represent the section before the public and preside at meetings of the section and its EC
- Appoint the chairs of all committees (except the chair of the Nominating Committee), with the approval of the EC
- Approve the appointment of all committee members, excluding the Nominating Committee
- Authorize the disbursement of section funds within the board approved budget
- Be an authorized signatory on all section accounts;
- Coordinate activities and execute the business and policies of the section between meetings
- Review and approve the year-end section financial report
- Provide oversight and guidance to the committee chairs as assigned
- Perform other duties normally associated with the office of president or as may be assigned by the EC or the governance documents
- Strategic and tactical planning: In conjunction with the EC, develop vision, strategies and objectives for SWE and reevaluate these strategies quarterly
- Succession planning: continuously seek and develop future leaders of the section and for other levels of SWE
- Financial planning: contribute to the section's budget process and fund development activities (corporate sponsorship, grants)
- Provide a biographical write-up and professional photo of yourself to be included on the SWE-KC website at the beginning of the FY
- Ensure SWE-KC Activity Log is filled appropriately as events take place
- Provide newsletter president's note
- **Time Commitment:** 10-15 hours/month (more time around the beginning of the term)
- **Term:** 1 fiscal year (July – June)