

## Secretary

- **Position Type:** Elected
- **Requirements to Hold Position:**
  - Paid member of the Society of Women Engineers
- **Responsibilities:**

According to the Section Bylaws

The secretary shall:

  1. Maintain the records of the section;
  2. Provide oversight and guidance to the committee chairs as assigned; and
  3. Perform other duties normally associated with the office of secretary or as may be assigned by the president, 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
  - Provide oversight and guidance to the committee chairs as assigned
    - Recommended at least one "in-person" meeting each semester
  - Support, provide guidance and oversee the Webmaster and Newsletter Editor. Ensure items are done in a professional manner and reflect well upon the section.
  - Prepare and distribute minutes for all meetings of the EC within one week of the meeting.
  - Update emails and contacts in Gmail account
  - *Pull the membership report at a monthly interval and send it to the Events and Membership Committee; update monthly at EC meetings*
  - Send out eBlasts via the Gmail account
  - Add corporate sponsors to email for newsletters and upcoming events (if applicable)
  - Perform other duties normally associated with the office of secretary or as may be assigned by the EC or the governance documents
  - Distribute ballots for changes to the Bylaws
  - Participate in section planning activities
  - 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 term
  - Check Gmail account weekly (through Correspondence Secretary if applicable)
  - Order SWE-KC name badges for the EC as needed
  - Collect articles and create tri-annual newsletter (through Newsletter Editor, if applicable)
  - Ensure information contained on the SWE-KC website is updated in a timely manner.
- **Time Commitment:** 10 – 15 hours/month
  - **Term:** 1 fiscal year (July – June)