

Vice President

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

According to the Section Bylaws

The vice president shall:

 1. Assume the duties of the president if the president is temporarily unable to serve;
 2. Provide oversight and guidance to the committee chairs as assigned; and
 3. Perform such other duties 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.
 - Coordinate activities (through the Events and Membership committee) and execute the business and policies of the section between meetings
 - Ensure monthly programming for the membership, which can be monthly Meet and Greet events (through the Events committee)
 - Assist the Membership Committee Chair in the retention and recruitment of SWE-KC members. Update SWE-KC brochures annually (or as needed).
 - Ensure professional development programming and membership events are done in a professional manner and reflect well upon the section.
 - Perform other duties normally associated with the office of vice president or as may be assigned by the EC or the governance documents

 - Before the nominating committee is formed, ensure all Role Descriptions have been updated by the current position holders (March/April timeframe)
 - 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
 - Oversee the recruitment of committee members as applicable
 - 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.
- Assist in hosting/facilitating the Executive Council's Mid-Year leadership meeting in January.
- Ensure SWE-KC Activity Log is filled appropriately as events take place
- **Time Commitment:** 5 – 10 hours/month
- **Term:** 1 fiscal year (July – June)