

# Society of Women Engineers

## Proposed Quad City/Muscatine Section

### Newsletter

Volume 1 Issue 3

March 2002

## Letter from the Editor

Hello everyone! It is so great to see the weather getting warmer and the brackets being filled out for March Madness. It is also great to see our section growing and becoming stronger. We had another great meeting in the month of February with a turnout of 16 women despite a snowy day and bad driving conditions.

There is one area where we are lacking right now. We need to elect a section cabinet. It is very important to get these positions filled because the cabinet will not only perform the duties to keep our section running, but they will make important decisions on how our section is managed.

In order for people to feel more comfortable with the possibility of running for a cabinet position I have laid out each position responsibilities with an estimated monthly time commitment. The time commitment is small, but you can make a BIG difference.

We have a very fun March meeting planned with a visit to a microbrewery. The chemistry that happens when beer is brewed should be very interesting. It is also a great excuse to get together, network, and have a free sample of beer.

Hope to see you there!

Tami Wilcox

## February Meeting

Karmen Heim, Coralee Inman, and Kathy Larson planned a fun, insightful meeting for our section in February. The topic of the meeting was "Balancing Family and Work", so our first task at the meeting was to share our family situation. There was a wide variety of families from a woman with only a goldfish to a woman with a 9 month old

baby. We had a roundtable discussion where each person had a question to answer, and then the question was opened up for discussion. Topics included the definition of "having it all" to different choices people have made to make their families work. Thank you Karmen, Coralee, and Kathy for your time preparing such a great meeting!

## March Meeting

Who: Anyone interested

What: Microbrewery Tour

When: Tuesday, March 26, 2002 6:30 PM

Where: Front Street Brewery

208 E. River Drive

Davenport, IA

Cost: \$10.00/person for dinner

Dinner includes:

Sandwich – Choice of Italian beef, Reuben, grilled chicken or mahi tuna

Side – Choice of fries, baked potato, coleslaw, chips, soup, salad (specify dressing), or potato salad

1 soda: free refills

5 oz sample of beer

Tax & gratuity

**Please RSVP with your choice of sandwich and side to Martha Ward at**

***WardMartha@JohnDeere.com* by Sunday  
March 24.**

This meeting is being planned by Martha Ward of John Deere Davenportworks and Jennifer Kost of John Deere Harvesterworks. Thanks Jennifer & Martha!

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## Learn Leadership skills with a cabinet position!

We have not had many people volunteer to run for a leadership position. This might be because people are unsure of the duties and time commitment each position requires. The following descriptions explain the exact duties a cabinet member will have and an estimated time commitment for each position.

### President's Duties

1. Leader of the Section.
2. Prepare agendas for monthly section meetings.
3. Prepare agendas for the monthly cabinet conference calls.
4. Attend and facilitate section meetings.
5. Assume all other executive duties not otherwise delegated.
6. Coordinate all activities and execute the business and policies of the Section between meetings.

Estimated time commitment – 8 hrs/month

### Vice President's Duties

1. Organize the planning of monthly meetings.

Note: This does not mean you have to plan every meeting. We will continue to take volunteers to plan each meeting.

2. Perform all duties of the President in her absence.
3. Attend monthly section meetings and cabinet conference calls.

Estimated Time Commitment – 4 hrs/month

### Secretary's Duties

1. Record and distribute meeting minutes to section cabinet.
2. Publish and distribute the monthly newsletter.
3. Attend monthly section meetings and cabinet conference calls.

Estimated time commitment – 5.5 hrs/month

### Treasurer's Duties

1. Prepare, maintain, and report on the financial position of the section.
2. Maintain the membership spreadsheet for the section.
3. Attend monthly section meetings and monthly cabinet conference calls.

Estimated time commitment – 4hrs/month

### Section Representative's Duties

1. Report to the section on matters reported in minutes of society meetings.
2. Represent our section at the Council of Section Representatives. (2 meetings per year – one in Chicago and one at the National Convention)
3. Attend monthly section meetings and monthly cabinet conference calls.

Time commitment varies – 3 hrs/mo on avg.

### Career Guidance Committee Chair

1. Lead career guidance committee.
2. Work with Girl Scouts to develop and outreach activity our section can do with them.
3. Coordinate volunteers for outreach activities.

Estimated time commitment – 5.5 hrs/month

A section cabinet is needed to make important decisions about how our section will be run. Please consider running for a position. It will be a fun way to work on your leadership skills.

## Mark Your Calendar

Tuesday, March 26      March Meeting  
6:30 p.m.                      Tour of Microbrewery

Tuesday, April 23      April Meeting  
6:30 p.m.                      Monsanto Tour

October 9-12              National Conference  
Detroit, MI

For further information on any of these events contact Tami Wilcox at [wilcox\\_isu@netzero.net](mailto:wilcox_isu@netzero.net).