



Society of
Women Engineers
Texas Space Center

President

The president is the face of the SWE-TSC section; she is the liaison between the section and public. The president coordinates all meetings (officer, membership, officer transition, calendar/goals meeting, and assist with budget meeting), initiating meeting places and times and makes sure everyone is present and heard at the meeting. This is mainly done through email and takes a few minutes per email. Meetings can be held at a private residence or place of business such as a coffee house, work building, restaurant, etc. The day before the meeting the president sends out either a formal agenda or brief email agenda (also taking suggestions from officers), this takes about 2-10 minutes to make. Officer and membership meetings last about 1 hour, the calendar/goals meeting lasts 2 hours, and the budget meeting can last anywhere from 10 minutes (added to the end of another meeting) or longer if a new budget item is added/discussed. The calendar and goals meeting is more productive if the president comes prepared with pre-made goals and compiled ideas for the calendar (prep time for the meeting is about 1 to 1.5 hours)

The president updates the office manual and creates an officer rooster and makes sure all the officers have a copy. (Updates take about 10 minutes per year)

The president writes out thank-you notes and gifts for speakers, officers, and members. This needs to be done by handwritten card for individuals and can be a mass email for a group of people. President also shops for the thank-you cards. (total time about 1 hour) The president also responds to emails send to the SWE list involving SWE solicitations and people with questions, or inquires into SWE.

The president heads up recognition for the section including soliciting nomination emails for SWE national awards. Awards packet work includes overseeing all the awards (make sure everything is on track and will be ready for completion by the deadline) and writing any needed references. (Takes about 1-3 hours over the course of a month)

Miscellaneous items in assisting for planned events take an additional 1-2 hours per month. This includes coordinating with speakers, helping make a banquet flyer, answering questions; making sure things are going as planned, basic leadership activities for all events.

The president is the host for the SWE-TSC Spring banquet and in the Master of Ceremonies for the event. The prep time for this is about 0.5 to 1 hour.

The President is required to go to the SWE national convention and regional section. This is done on your own time and budget (but some companies will sometimes pay for it).

The SWE-TSC President is expected to attend all events and meetings for the section.