



Society of
Women Engineers
Texas Space Center

Section Representative

Section Representative represents SWE-TSC at Regional and National Conferences. At the National Conference, the Section Representative attends Professional Member meetings to discuss and vote on the by-laws and policies of SWE National. For the Regional C Conference, SWE-TSC pays for the registration fee, but hotel and traveling expenses are paid for out of pocket. Also, attending the conference is on your own time away from work, which is usually one day. Regional Conferences are in the spring and take place during the weekend. Attending the National Conference is paid for out of pocket, unless approved by employer for expenses to be paid. This includes registration, hotel, and traveling fees. This is also done on own time away from work, which is usually 1-2 days. National Conferences are in the fall and begin on Thursday and end on Sunday.

Section reports are sent to SWE National and Regional at a quarterly basis. Microsoft Word is used to write section reports; a template for these reports is provided by SWE- Regional. It takes about 20 minutes to fill out the report. The Section Representative also participates in Regional meetings via telecom. Use of personal or work phone can be used to call in to the provided phone number. If work phone is used, this is done on own time. Telecom meetings occur quarterly and they are about 2-3 hours long. National and Regional events are announced at Executive Board meetings.

All records are kept and stored by the Section Representative. These records are put in a CD and/or folder to be handed to the incoming Section Representative. The outgoing and new Section Representative must meet during the Officer Transition meeting. These meetings occur once a year after elections and when the new officers have been selected. This normally takes 2 hours to complete to review duties.