



Society of
Women Engineers
Texas Space Center

Vice President

The role of Vice President (VP) is to assume the position of the President in his/her absence. Duties include assisting/coordinating meetings, such as Executive Board, Membership, and Officer Transition. The VP also oversees the Holiday Social, Luncheon, Nominations, and Student Section committees.

The Holiday Social is held every December at Anita Gale's house, a fellow SWE member. Local High School and College women are invited to network with professional women engineers and discuss career opportunities. Professional engineers inspire attendees to continue their college career in the math and science fields. Meetings for volunteers to distribute the work are coordinated. Meetings start a couple months before the social. Once a month is recommended for meetings and they usually run two hours. Jobs that are dispersed are emailing schools about the social during lunch, schedule visits with schools to announce the social to students, emailing the food list to membership and have people sign up, put flyers up in different companies, and assisting the VP in taking RSVPs. Volunteers do these activities, the job of the VP is to oversee them. This usually takes 10 hours a week for almost two months.

Luncheons occur every second Thursday of the month at the Hilton Hotel on NASA Rd 1. The venue for the luncheons are booked and verified by the VP. Two weeks before the luncheon, notices are sent out to Boeing News Now. Fellow members who are part of the NASA-JSC and USA communities send out notices to their newsletters two weeks prior. It takes 5 minutes to fill out the required form. Professionals are encouraged to come to be informed of SWE-TSC and possibly become a new member. The President at these luncheons announces future events.

Calls for nominations are sent to membership and is collected at the close of them. After nominations are closed. Survey monkey tallies the results. Depending on the amount of nominations that are received, it takes approximately 15-20 minutes to put together and send out to membership for voting.

The VP also organizes meetings between SWE-TSC and local SWE collegiate sections. SWE-TSC advises and assists in the growth and retention of collegiate sections. Currently, we don't have a college section right now so therefore there is no time commitment.

All records are kept and stored by the VP. These records are put in a CD and/or folder to be handed to the incoming VP. The outgoing and new VP must meet during the Officer Transition meeting.

Executive Board meetings usually occur once a month for approximately an hour. The Officer Transition meeting occurs once a year after elections and when the new officers have been selected. This normally takes 2 hours to complete to review duties.