



Elections

*Leadership Position
Descriptions*

Leadership Position Descriptions

All – General Qualifications

All executive board member applications should meet the following minimum:

- SWE member in good standing
- General SWE knowledge
- Good interpersonal skills
- Good communication skills
- Good time management skills
- Complete tasks/responsibilities in a timely manner
- Effective in team environments including virtual

President

Job Description for President

- Represent the section before the public and preside at meetings of the section and its executive council
- Facilitate monthly executive board meetings to discuss SWE NJ business
- Appoint the chairs of all committees, with the approval of the executive council, except the chair of the nominating committee
- Approve the appointment of all committee members, except the members of the nominating committee
- Authorize the disbursement of section funds within the budget approved by the executive council
- Be an authorized signatory on all section accounts
- Coordinate activities and execute the business and policies of the section between meetings
- Review and approve the year-end section financial report
- Provide oversight and guidance to the committee chairs as assigned
- Perform other duties normally associated with the office of president or as may be assigned by the executive council or the governance documents.

Requirements for President

- Must have previously served on the New Jersey Section executive board in the past and has extensive knowledge of how SWE operates
- Must be able to dedicate at least 3 – 5 hours per week.
 - If current job requires an applicant to travel for continuous periods of time which restricts the applicant to attend executive board meetings and SWE events, candidate will not be considered
- Must attend and facilitate all executive board meetings and attend committee chair meetings as needed

Vice President

Job Description for Vice President

- Assume the duties of the president if the president is temporarily unable to serve
- Provide oversight and guidance to the committee chairs as assigned
- Facilitate monthly committee chair meetings to discuss upcoming programs

- Perform such other duties as may be assigned by the president, the executive council, or the governance documents

Requirements for Vice President

- Must have previously served on an executive board or as a committee chair in either the NJ Section or another SWE section and has extensive knowledge of how SWE operates
- Must be able to dedicate at least 2 – 3 hours per week.
 - If current job requires an applicant to travel for continuous periods of time which restricts the applicant to attend executive board meetings and SWE events, candidate will not be considered
- Must attend and facilitate all committee chair meetings and attend all executive board meetings

Treasurer

Job Description for Treasurer

- Be responsible for the collection, distribution, and safekeeping of section funds
- Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget
- Submit a financial report to the Society in accordance with established procedures
- Provide oversight and guidance to the committee chairs as assigned
- Perform other duties normally associated with the office of treasurer or as may be assigned by the president, the executive council, or the governance documents

Requirements for Treasurer

- Have an understanding on how to create and manage a budget
- Must be able to dedicate at least 1 – 3 hours per week
- Must attend all executive board meetings

Secretary

Job Description for Secretary

- Maintain the records of the section
- Prepare and send out the section mailings which as weekly or bi-weekly email newsletters
- Provide oversight and guidance to the committee chairs as assigned
- Perform other duties normally associated with the office of secretary or as may be assigned by the president, the executive council, or the governance documents.

Requirements for Secretary

- Must be able to dedicate at least 1 – 3 hours per week
- Must attend all executive board meetings