SWE TORONTO BOARD OF DIRECTORS
OPEN POSITIONS

President- Elect

Duties
Core aspects of the role include supporting the President and working with Membership and University Outreach Directors to ensure community growth and retention. This role follows a cycle of President-Elect, President, and then Past President culminating in a three-year term.

- Conduct quarterly review of membership needs i.e. surveys and actions plans to address needs of SWE TO Community
- Serve as a Liaison between Directors and Officers
- Follow up with Membership Director to advise on active volunteers strategies
- Develop methods to encourage public to become paying SWE Global members
- Identify high potential candidates for board positions and submit names to the Nominating Committee
- Assume the duties of president in case of temporary absence or temporary inability to serve.
- Support the President with visioning and strategic planning exercises

Skills
- Passionate and persistence i.e. following up with board directors and SWE Global HQ
- Communication skills listening and interpersonal skills, public speaking skills, and social media skills, as well as the ability to consider alternative points of view, negotiate, mediate, and resolve conflict
- Problem solving and analytical skills- being able to get to the bottom of an issue and to think of different ways to resolve it, including considering the advantages and disadvantages of each option
- Team Player- able to work with others in meetings and on committees and being able to complete any tasks that you agree to do on time.
- Organizational skills- able to plan and manage your time, keep appointments, and meet deadlines
- Comfortable speaking in large groups of people; ability to engage with your local community
- Understanding legal and regulatory systems or procedures

Time Commitment
Must be able to commit a minimum of 15 hrs/ month. Overall commitment: 1 year.
Membership Committee Director

Duties

Core aspects of the role include growing and increasing retention of SWE TO community with: SWE Speaks, Coffee Club, SWE Social

- Conduct preliminary screenings and interviews with potential volunteers and board members to join the organization
- Attend at least 50% of events and conduct “open exchange” session for recruitment
- Coordinate and advise with membership committee with regards to volunteer logistics
- Schedule volunteers for upcoming events, implement substitution in cases of “no-shows"
- Continuously monitor active volunteer list, profiles, applications
- Work with President Elect, VP Marketing, and Communications to initiate and implement strategies
- Plan and facilitate events aimed at member recruitment and retention, volunteer appreciation, onboarding board members
- Work with professional affiliates (i.e. OSPE) to increase membership database
- Reach out to volunteers 2x/ year regarding their progress and feedbacks
- Attend board meetings (if unavailable, send President key points to address)
- Continuous interaction and communication with other board directors

Skills

- Hands-on experience with online tools applications, including MS Office, Google Suite, spreadsheets
- Excellent time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- High level of sound and independent judgment, reasoning, and discretion
- Professional, responsive, and positive work attitude is essential as you are the face of the organization
- Good Judgement of Character- essential for screening and interview process
- Resourcefulness and flexible
- Strong interpersonal and communication skills
- Motivated and energetic
- Problem solving and analytical skills- being able to get to the bottom of an issue and to think of different ways to resolve it, including considering the advantages and disadvantages of each option
- Team Player- able to work with others in meetings and on committees and being able to complete any tasks that you agree to do on time

Time Commitment

Must be able to commit minimum 10 hrs/ month. Overall commitment 1 year.
Programs Committee Director (2)

Duties
Core aspects of the role include facilitation, coordination of volunteers and delivery of SWE Toronto affiliate events such as SWE Speaks, Coffee Club, SWE Social and annual International Women in Engineering Day events. These roles are broken up into 2 responsibilities: (1) SWE Speaks/annual conference/industry events, and (2) Coffee Club/SWE Social events.

- Create schedule of events and themes/topics for the year (September to June, SWE Speaks and Coffee Club breaks in December, July and August)
- Organize the logistics for the SWE Toronto affiliate events with the aid of volunteers
- Lead the committee of volunteers and coordinate with each other to organize monthly meetings to assign roles, discuss themes/speakers and build up the skills of the volunteers.
- For SWE Speaks: work with Industry Outreach Directors to secure speaker(s), venue space, communicate bios and event details to Communications Director, work the Membership Committee to secure volunteers for the event, communicate with speakers and contact venue to organize logistics of event, complete SWE Speaks Facilitator Instructions and send to the facilitator (volunteer) for that month. Should be available for 80% of SWE Speaks events, assist with Coffee Club if the other Programs Director is away/ill. SWE Speaks occurs the second Wednesday of every month (date can be flexible according to speaker’s schedule)
- For Coffee Club: work with Online Engagement Coordinator to administer content periodically on social media platforms and foster engagement for the SWE Coffee Club community throughout the month, work with Coffee Club Co-Leads to coordinate logistics for each coffee club. Coffee Club occurs the last Saturday of every month.
- For SWE Social: work with the SWE Social Coordinator to organize bi-annual SWE Social events (typically a winter social and a summer social). Flexible to become more frequent if desired.

Skills
- Experience organizing, facilitating or hosting events.
- Excellent time management and organization skills
- Must be engaging, energetic, and motivated
- Reliable and steadfast, must be able to attend events
- Proactive planner, anticipate any changes/conflicts, organize redundancies in volunteers, problem-solving skills a must!
- Opportunity to be creative when organizing topics/themes for the year.
- Networking and connecting with both the membership and the volunteers is a must.
- Able to handle stress and remain calm, respectful and composed

Time Commitment
Must be able to commit minimum 15 hrs/ month. Overall commitment 1 year. Should be available for 80% of events.
Finance Officer

Duties

Core aspects of this role include coordination with SWE HQ to obtain funding, creating the sponsorship package, and creating financial reports.

- Oversee the collection, distribution, and safekeeping of the SWE Toronto’s funds, including preparing the yearly budget and monitoring operational revenues and expenses.
- Present a financial report at each in-person meeting of the board of directors and the Membership.
- Communicate with Industry Outreach Committee on the financial needs of SWE Toronto.
- Develop corporate sponsorship packages and assist industry outreach committee director with securing corporate funding.
- Develop and maintain relationships with corporate sponsors.
- Managing chequing account (President and Finance Officer to have signing authority) and pay vendors used for SWE Toronto events.

Skills

- Experience with budgeting and accounting software.
- Strong mathematical, numerical, and analytical skills.
- Ability to exercise sound judgement independently.
- Comfortable handling funds and expenses.
- Strong organizational skills.

Time Commitment

Must be able to commit minimum 10 hrs/ month. Overall commitment 1 year.
Communication Committee Director (2)

**Duties**

Core aspects of these roles include audience engagement on social media platforms; timely scheduling of online activities and email communication; maintaining mailing list; content organization for the Newsletter and Blog; and ownership of SWE Toronto website. Two available director positions in this category.

**VP Communications**

- Manage member communication via emails and newsletters (using MailChimp).
- Coordinate with Programs Directors for scheduling and event details for updating Eventbrite for twice-monthly events.
- Coordinate with Leads of other SWE Toronto committees to identify their 'promotional' needs and implement communication / marketing plan together with VP Marketing.
- Track engagement in all communication channels and report annual statistics to the Board.
- Manage volunteers for Communications activities, hold monthly committee meetings with volunteers, develop volunteer skills.

**VP Marketing**

- Maintenance and strategic planning for all online social media platforms (Facebook, Twitter, Instagram, LinkedIn, Eventbrite) and Official SWE Toronto website. Continuous upgrades of content based on monthly event schedule and Board requests.
- Ensure consistent branding of SWE Toronto; manage the graphic design volunteer to create visually appealing event banners, social media posts, etc.
- Manage visual aspects of other SWE Toronto marketing materials such as banners, sponsorship package, name tags, etc.
- Grow SWE Toronto's online reach and generate audience engagement.
- Manage volunteers for marketing activity, coordinate with VP communications for monthly communications committee meetings.

**Skills**

- Comfortable and experienced with social media platforms
- Preferably experience in marketing/ communication
- Creative- must have aptitude for creating visually appealing content
- Keen eye for detail- be observant and spot errors in complex content
- Ability to tell a story- be able to engage the audience and elicit emotional response
- Solid grasps of analytics and data- know how to procure data and understand demographics and preference
- Strong communication skills
- Excellent organizational and time management skills

**Time Commitment**

Must be able to commit minimum 15 hrs/ month. Overall commitment 1 year.
Industry Outreach Committee Director (2)

Duties
Core aspects include connecting with industry groups and securing partners to support SWE TO programs through both in-kind donations and special collaborative events. Will grow to include reaching out directly to companies for partnership and financial sponsorship. Two available director positions in this category.

- Identify potential partners into collaboration categories such as:
  - Professional organisations
  - Community groups
  - Businesses
  - Media
  - Education-related groups
- Create collaborations screening checklist to ensure mutually beneficial partnerships
- Maintain existing SWE Toronto partner relationships.
- Communicate potential program partnerships with SWE Speaks Program Director.
- Search for grant opportunities and write and submit proposals.
- Seek out potential venues for events.
- Update sponsorship package and connect with companies to request financial sponsorship.
- Manage committee of volunteers, hold monthly meetings with volunteers, assign tasks and develop volunteer skills.

Skills
- Comfortable cold-calling and emailing potential speakers, partner organizations and sponsor companies.
- Must be able to work independently and exercise sound judgement to identify a beneficial opportunity.
- Must have excellent communication and interpersonal skills, must be able to understand sponsors’ needs as well as maintain long-term relationships with partner organizations.
- Must have strong organizational skills to be able to keep track of the program’s pipeline of potential partnership candidates.

Time Commitment
Must be able to commit minimum 10 hrs/ month. Overall commitment 1 year.
University Outreach Officer

Duties

**Core aspects include connecting with university faculties and student groups to recruit new members from the student community for SWE TO.**

- Key collaborators include: undergraduate student groups (Women in Engineering or Women in Science and Engineering), graduate student groups (GradSWE), faculty representatives in community outreach at universities first in Toronto (Ryerson, University of Toronto, York University), and later across Canada
- Develop relationships with key collaborators
- Create events on-campus in collaboration with student groups
- Advertise SWE TO events to collaborators for sharing with student social media and emails
- Attend events that directly reach out to undergraduate students, such as conferences and career fairs
- Oversee, develop, and provide guidance to GradSWE groups at universities

Skills

- Excellent communication skills, particularly with remote methods such as email, phone calling and conference calls
- Ability to work independently
- Ability to identify strong partners in the university setting
- Knowledge of university structures and student groups
- Leadership strength in assisting with the development of GradSWE groups
- Organizational skills

Time Commitment

Must be able to commit minimum 5 hrs/ month. Overall commitment 1 year.
Administrative Officer

Duties

Core aspects of the role include managing the common inbox to ensure timely response to enquiries, and preparing and distributing agendas and minutes for the monthly meetings of the Board of Directors.

- Serve as the chief elected communications officer of the Affiliate;
- Be responsible for the preparation and retention of the minutes of the Board of Directors and the membership;
- Responsible for event invites and Board of Director email reminders;
- Oversee the preparation and distribution of an agenda for each meeting of the Board of Directors and the membership, subject to the approval of the body at the meeting;
- Ensure the Bylaws are being followed by the Board of Directors;
- Assist the Board of Directors to prepare Bylaw Amendments, distribute said amendments and undertake changes if amendments are passed in Board Meetings.

Skills

- Strong written communication skills, including spelling, grammar and the ability to convey professionalism in e-mail communications.
- Resourceful and independent, able to find answers and solutions with little guidance.
- Team player or people-pleaser. Enjoys being helpful and providing answers.
- Being a proficient listener and typist is important in order to keep up with meeting discussions while creating an accurate record of topics discussed, decisions made and actions assigned.
- Dependable; follows through with commitments.

Time Commitment

Approximately 10 hours per month. Overall commitment: 1 year.