

SU Liaison (~1hr/month)

Are you interested in working with and guiding up and coming young engineers? The SU Liaison serves as the primary point of contact to maintain our Section's relationship with the Syracuse University SWE section and works with them to coordinate joint events such as Career Panels, Mock Interviews, and Resume Workshops.

The SU Liaison shall:

1. Act as the main point of contact between Greater Syracuse Area SWE (our Section) and Syracuse University SWE (SU SWE). This includes:
 - a. Relaying information between SU SWE and the Executive Board of our Section as relevant, such as:
 - i. Invitation to social events
 - ii. Volunteer Opportunities
 - b. Coordinate *and attend* joint events between our Section and SU SWE
 - i. Typically 1 per semester
 - ii. Establish: event type, date, time, location, and number of professional volunteers needed
 - iii. Verify that SU SWE has arranged location and parking if they are hosting
 - iv. Communicate with Section secretary to recruit volunteers
2. Other relevant tasks as discussed and agreed with Executive Board

Outreach Chair (~1hr/month)

Are you interested in fostering STEM interest in K-12 students? The Outreach Chair works with local organizations and educators seeking opportunities for our members to perform STEM related outreach. Past volunteer opportunities include: CiTi/BOCES Career Talks, STEM @ The Great NY State Fair in 2017, and judging entries at the MOST's CNY Science and Engineering Fair.

The Outreach Chair shall:

1. Seek and develop relationships with outside organizations that align with the Society's mission for the purpose of STEM related outreach
 - a. Relaying information between said organizations and the Executive Board of our Section as relevant, such as:
 - i. Invitation to events
 - ii. Volunteer Opportunities
2. Coordinate and attend joint events between our Section and said organizations OR a group of SWE volunteers at an event run by another organization

- a. Typically 1-2 per year
 - b. Establish: event type, date, time, location, and number of volunteers needed
 - c. Communicate with Section secretary to recruit volunteers
 - d. Work with the Executive Board to verify that all SWE volunteers have taken the (free) "SWE Youth Protection: Code of Conduct & Standards for Interacting with Youth" training in the SWE Advance Learning center as required by the Society for events where volunteers will be interacting with minors
3. Other relevant tasks as discussed and agreed with Executive Board
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Professional Development Chair (~1hr/month)

Are you interested in developing/expanding your professional network and technical knowledge, and helping others to do the same? The Professional Development Chair seeks and develops relationships with other professional organizations and corporate partners to provide mutual support and plan events such as technical seminars and social hours.

The Professional Development Chair shall:

1. Seek and develop relationships with other professional organizations and corporate partners
 - a. Relaying information between said organizations and the Executive Board of our Section as relevant, such as:
 - i. Invitation to events
 - ii. Volunteer Opportunities
 - b. Coordinate and attend joint events between our Section and said organizations
 - i. 1-2 Technical Seminars per year
 - ii. 1-2 Networking events (social hours, dinners, technical tours, etc) per year
 - iii. Establish: event type, date, time, location (including reservation if needed)
 2. Other relevant tasks as discussed and agreed with Executive Board
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Treasurer Apprentice (~1hr/month)

Are you interested in a future position on our Executive Board and learning how our section finances are managed? As previously communicated Ariel would like to step down from the Treasurer role in order to focus on her growing career and family. Unfortunately, we had a lack of other candidates for FY24 so she has agreed to serve as Treasurer for one more year while

we continue to search for a replacement. The Treasurer Apprentice will shadow and assist her with the awareness of being her potential replacement.

Per the Society, as defined in the Section Management Manual, the Treasurer shall:

1. Be responsible for the collection, distribution, and safekeeping of section funds;
2. Complete appropriate IRS reporting forms annually;
3. Prepare, maintain, and report as directed on the financial position of the section in relation to the approved budget;
4. Submit a financial report to the Society in accordance with established procedures;
5. Provide oversight and guidance to any committee chairs as assigned; and
6. 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.