Apply by May 1st

CAL POLY SWE
ELECTION GUIDE
• 2021 •
JOIN THE 2021-2022 TEAM!

Be a part of an award-winning organization
Develop professional and academic skills
Build great friendships
Gain valuable leadership experience

Elections will be held May 12th over Zoom.

QUESTIONS?

Contact:
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**General Officer Duties**

- Attend all SWE meetings (general and officer) and officer retreats
- Be outgoing and inviting towards all members, meet someone new each week
- Officer retreats are held at the beginning of each quarter

- Attend your SWE office hour every week
- Develop your professional skills
- Maintain good academic standing

- General and officer meetings are Wednesdays 6 - 7 PM
- Attend and support events outside of your core (min. 3 per quarter)
- Maintain the Google Doc of your SWE activities for the year
EXPERIENCE LEVELS
EVALUATE WHAT LEVEL BEST SUITS YOU

NO EXPERIENCE
These positions are perfect for first-time SWE officers!
Want to get involved without becoming an officer? CP SWE has many event-specific and year-long subcommittees that will allow you to gain experience!

EXPERIENCE RECOMMENDED
Due to the extent of time needed to put into these positions and the amount of responsibility, it is recommended that people who have held a SWE officer position or participated in a subcommittee in the past should apply for these positions. Think you’re up to the task? Feel free to run for a position — just make sure you know that these positions require more time!

All other officer positions that are not listed under “Experience Required” will fall under the category of “Experience Recommended”.

EXPERIENCE REQUIRED
These positions require extensive knowledge of how SWE works as well as specialized knowledge for each position. For Team Tech officer positions, it is not necessary to be a SWE officer previously, but you must have been on Team Tech for at least one year. Most positions listed require a significant time commitment.

Executive Board:
President
Secretary
Treasurer
VP Finance
VP Community Outreach
VP Corporate Relations
VP Member Relations
VP Public Relations
VP Diversity Equity and Inclusion

Officer Positions:
Corporate Relations Assistant
Member Relations Assistant
Public Relations Assistant
Outreach Assistant
Webmaster
Social Media Chair

Committees:
Corporate Relations committees
Member Relations committees
Outreach committees

Other Positions:
EWI Corporate Chair
EWI Events Chair
Team Tech Chair I
Team Tech Chair II

Please Note: Positions listed above have specific levels of required experience.
CHOOSING THE RIGHT CORE
MATCHING SKILLS AND EXPERIENCE WITH THE BEST-FIT CORE

PUBLIC RELATIONS CORE
EXPERIENCE
Work to publicize events and to raise awareness of Cal Poly SWE
Useful Skills — Good at public speaking, good at professional correspondence

CORPORATE RELATIONS CORE
EXPERIENCE
Varies with position
Useful Skills — Good at professional correspondence, interested in interacting with companies

MEMBER RELATIONS CORE
EXPERIENCE
Event planning experience recommended for some positions, but not required
Useful Skills — Working with campus to increase member involvement, strong organization skills

COMMUNITY OUTREACH CORE
EXPERIENCE
Typically prior involvement in SWE outreach
Useful Skills — Able to speak to large crowds, good at planning events, good with kids

EXECUTIVE CORE
EXPERIENCE
Requires at least one year as a SWE officer
Useful Skills — Able to lead medium-sized groups and oversee multiple events/activities
### Executive Board
- **President**
- **Secretary**
- **VP Finance**
- **Treasurer**
- **VP Diversity, Equity, and Inclusion***

### Community Outreach
- **VP Community Outreach**
- **Outreach Assistant**
- **Elementary School Outreach Chair I**
- **Elementary School Outreach Chair II**
- **Middle School Outreach Chair**
- **High School Outreach Chair**
- **Community College Outreach Chair**
- **Robotics SWENext Outreach Chair**
- **SWENext Outreach Chair**

### Corporate Relations
- **VP Corporate Relations**
- **Corporate Relations Assistant**
- **Meetings Chair**
- **Scholarship Chair**
- **EWI Corporate Chair***
- **EWI Events Chair***
- **Team Tech Chair I**
- **Team Tech Chair II**
- **Team Tech Treasurer**

### Member Relations
- **VP Member Relations**
- **Member Relations Assistant**
- **Students Affairs Chair**
- **Professional Development Chair**
- **Recruitment and Retention Chair**

### Public Relations
- **VP Public Relations**
- **Public Relations Assistant**
- **Social Media Chair**
- **Webmaster**
- **Graphics Chair I**
- **Graphics Chair II**

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**Elected Positions**
- Elections held May 13th

**Appointed Positions**
- Interviewed positions determined by graduating officers

*Position has been filled*
EXECUTIVE BOARD

**President**
*(Elected / Experience Required):*
Promote and oversee all SWE activities
Run general and officer meetings
Meet with Industry, Department Chairs and Dean to coordinate efforts and increase involvement

**Vice President of Finance**
*(Appointed / Experience Required):*
Manage SWE finances for money SWE spends and maintain annual budget for each core
Create all invoices for company payments
Manage PayPal account

**Vice President of Corporate Relations**
*(Elected / Experience Required):*
Lead Corporate Relations Core and sit on Cal Poly SWE’s Executive Board
Coordinate compilation of corporate mailer in the spring quarter
Oversee all contact with industry members and maintain accurate donor records

**Vice President of Community Outreach**
*(Elected / Experience Required):*
Lead Outreach Core and sit on Cal Poly SWE’s Executive Board
Submit E-Plans and reserve rooms for all outreach events
Coordinate with Cal Poly Risk Management, Cal Poly Administration, and corporate outreach sponsors

**Vice President of Public Relations**
*(Elected / Experience Required):*
Lead Public Relations Core and sit on Cal Poly SWE’s Executive Board
Manage advertising requests and weekly SWEmail
Assist in distributing PR tasks
Communicate PR opportunities to PR Committee
Communicate between Outreach, Membership, and Corporate Cores

**Secretary**
*(Elected / Experience Required):*
Provide food for officer meetings and retreats
Coordinate travel and other arrangements for annual and WE Local conferences
Maintain SWE office and Hangar storage space

**Treasurer**
*(Appointed / Experience Required):*
Manage SWE finances for money SWE receives and create annual budget for each core
Create all invoices for company payments
Manage PayPal account

**Vice President of Member Relations**
*(Elected / Experience Required):*
Lead Member Relations Core and sit on Cal Poly SWE’s Executive Board
Reserve rooms and submit E-Plans for all member events
Oversee and monitor Member Slack Channel
Maintain statistics of membership from year to year
Act as the main source of contact between SWE officers and SWE Members

*[Elected / Experience Required]*
CORPORATE RELATIONS CORE

CORPORATE RELATIONS ASSISTANT (ELECTED / NO EXPERIENCE REQUIRED):

- Work with VP to plan Networking Showcase
- Maintain corporate database, track purposes of donations, and send corporate thank you cards
- Coordinate Industry Tours with other clubs on campus
- Work with the Women's Engineering Program to coordinate OWE information for EWI
- Support the EWI directors in leading Corporate Committee

EVENING WITH INDUSTRY EVENTS CHAIR (APPOINTED / EXPERIENCE REQUIRED):

- Plan all details of EWI related to the day-of, including reserving a venue, decorations, creating an event program, organizing catering, etc.
- Ensure invitations are sent to Dean's Table invitees, Deptment Chairs, and MSP
- Advertise awards and organize awards presentation
- Work with EWI Corporate Director to lead Corporate Committee and delegate duties

EVENING WITH INDUSTRY CORPORATE CHAIR (APPOINTED / EXPERIENCE REQUIRED):

- Contact industry members to sponsor tables for EWI
- Track payments, meal choices, and other items related to sponsors
- Follow up with EWI payments
- Work with EWI Events Director to plan and implement EWI
- Work with EWI Events Director to lead Corporate Committee and delegate duties

SCHOLARSHIP CHAIR (APPOINTED / EXPERIENCE RECOMMENDED):

- Coordinate scholarships to hand out at EWI and run presentations at event
- Advertise all scholarships available throughout the year, including National SWE scholarships
- Communicate with corporate sponsors regarding scholarship gifts and work with Treasurer to track of scholarships/funds received
- Prepare scholarship materials for Corporate Committee to read
- Maintain scholarship account and disburse funds to members

MEETINGS CHAIR (ELECTED / EXPERIENCE RECOMMENDED):

- Coordinate speakers, food, and gifts for general meetings
- Plan meeting topics including joint meetings with other clubs
- Plan Information Sessions and Tech Talks (organize room, food, and speakers)

TEAM TECH CO-CHAIRS (2) (APPOINTED / EXPERIENCE REQUIRED):

- Find a corporate partner and project for Team Tech over the summer
- Leads project team in engineering design process and product prototype and testing
- Organize and run design reviews, Team Tech meetings, and Team Tech retreats
- Submit project documentation to National SWE
- Submit E-Plans and room reservations for meetings

TEAM TECH TREASURER (APPOINTED / EXPERIENCE RECOMMENDED):

- Work with Team Tech directors to create yearly budget
- Track all expenses and submit all reimbursement forms
- Submit travel forms for national conference and other events as necessary
- Work with Team Tech directors to draft IRA budget proposal
COMMUNITY OUTREACH CORE

OUTREACH ASSISTANT
(ELECTED / NO EXPERIENCE REQUIRED):
Organize the Outreach Committee Training and quarterly Outreach Committee Retreats
Communicate outreach opportunities to Outreach Committee via email
Log Cal Poly SWE’s outreach hours in the Outreach Metric Tool

ELEMENTARY SCHOOL OUTREACH CHAIRS (2)
(APPOINTED / EXPERIENCE RECOMMENDED):
Organize Fall and Spring Girl Scout Day
Organize 4th Grade Days during National Engineers Week
Oversee the Elementary Monthly Mentors and SWEducational program
Facilitate classroom visits and special-requested events for elementary students

MIDDLE SCHOOL OUTREACH CHAIR
(APPOINTED / EXPERIENCE RECOMMENDED):
Organize Fall and Spring Building an Engineer Day
Oversee the Middle School Monthly Mentors and SWEducational program
Facilitate classroom visits and special-requested events for middle school students

HIGH SCHOOL OUTREACH CHAIR
(APPOINTED / EXPERIENCE RECOMMENDED):
Organize SWE Expressing Engineering to Youngsters (SWE-EETY) over summer
Organize Fall and Spring SWE Welcome
Coordinate with Cal Poly Admissions to organize SWE’s Phone-a-thon
Facilitate classroom visits and special-requested events for high school students

COMMUNITY COLLEGE OUTREACH CHAIR
(APPOINTED / EXPERIENCE RECOMMENDED):
Organize Transfer Retreat
Coordinate with Cal Poly for SWE to participate in Transfer Week
Maintain and expand Cal Poly SWE’s relationship with local community colleges
Facilitate classroom visits and special-requested events for community college students

SWENEXT OUTREACH CHAIR
(APPOINTED / EXPERIENCE RECOMMENDED):
Lead the SWENext Mentors and oversee CPSWE’s SWENext Network
Organize the SWENext Leadership Conference and SWENext Design Challenge
Maintain Cal Poly SWE’s relationship with partner schools

ROBOTICS OUTREACH CHAIR
(APPOINTED / EXPERIENCE RECOMMENDED):
Organize VEX Robotics Competition and VEX IQ Workshop
Coordinate with community partners to provide volunteers for local VEX Competitions
Organize Building Blocks Program
Recruit volunteers for Softec’s Robotics Expo and Cal Poly Open House’s Build-a-Bot
Facilitate special-requested events for the robotics community
MEMBER RELATIONS ASSISTANT (ELECTED / NO EXPERIENCE REQUIRED):
Collect and organize membership sign ups and payment
Lead Membership Committee
Solicits local sponsors and orders SWE swag
Maintain current member lists and keep list updated

RECRUITMENT AND RETENTION CHAIR (APPOINTED / NO EXPERIENCE REQUIRED):
Oversee the Mentor/Mentee program by organizing pairs in Summer and Fall
Organizes selection of Freshmen and Transfer Reps and their rotations in winter and spring quarter
Communicate with the SWE community and seek ways to improve member retention and encourage members to sign up

STUDENT AFFAIRS CHAIR (APPOINTED / NO EXPERIENCE REQUIRED):
Coordinates SWE involvement during WOW Club Showcase and related welcome events for new students
Communicate and oversee CENG department related newsletters, updates, and presentations
Works with ESC to plan events to improve student success
Organize Mental Health Workshops and partner with corporate and campus partners
Attends Open House Meetings and coordinates SWE involvement during open house weekend which includes Build-a-Bot, Club Showcase, and major-specific appearances

PROFESSIONAL DEVELOPMENT CHAIR (APPOINTED / NO EXPERIENCE REQUIRED):
Coordinates and runs Professional Development Program
Oversees management of physical and digital test bank
Works closely with the Central Coast SWE Professional section and correspond on any joint activities
Manage communication between Central Coast SWE Professional section and Alumni
Plan and implement graduating senior recognition for graduating SWE officers
PUBLIC RELATIONS CORE

PUBLIC RELATIONS ASSISTANT
(ELECTED / NO EXPERIENCE REQUIRED):
Manage advertising requests and assists in distributing PR Core tasks
Manage weekly SWEmail
Communicate PR opportunities to PR Committee
Communicates between Outreach, Member Relations, and Corporate Relations cores

WEBMASTER
(ELECTED / NO EXPERIENCE REQUIRED):
Manage and maintain Cal Poly SWE’s website
Communicates between Outreach, Member Relations, and Corporate Relations cores

SOCIAL MEDIA CHAIR
(ELECTED / NO EXPERIENCE REQUIRED):
Update social media on Instagram, Snapchat, LinkedIn, and Facebook
Ensure photos are taken at SWE events
Conduct spotlight interviews
Coordinates social media takeovers with event coordinators
Utilize Cal Poly SWE’s social platforms to advocate for diversity, equity, and inclusion

GRAPHICS CHAIR I
(APPOINTED / EXPERIENCE RECOMMENDED):
Collaborates with other graphics director to create quarterly newsletter showcasing SWE events
Creates logo and program for Evening With Industry
Creates snapchat filters, flyers, stickers, and T-shirt designs for Member Relations and Corporate Relations Core SWE events

GRAPHICS CHAIR II
(APPOINTED / EXPERIENCE RECOMMENDED):
Collaborates with other graphics director to create quarterly newsletter showcasing SWE events
Creates snapchat filters, flyers, stickers, and T-shirt designs for Outreach Core events
Updates annual elections handbook
Please email current officers if you have any questions about specific officer roles!
BECOME A SWE OFFICER TODAY

APPLY BY MAY 1ST