Society of Women Engineers- Houston Area Section



SWE-HA Section Procedures

Executive Council, Board of Trustees, Chairs and Committees

Last Updated June 2026
As approved by FY26 EC board (2025-2026)

PURPOSE OF THE SECTION PROCEDURES

The purpose of these section procedures is to provide background information of the Society of Women Engineers (SWE) and SWE-Houston Area (SWE-HA) organizations; a breakdown of the Executive Council and its responsibilities; detailed descriptions of executive council members, chairs, and committees roles, responsibilities and best practices; a brief timeline of typical events held each fiscal year; and a running list of past presidents, young engineers of the year, and women of excellence honorees. The section procedures are intended to be a living document that shall be referenced throughout the year as a supplement to the Society bylaws and codes. This document shall be annually reviewed and edited prior to the next fiscal year.

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TABLE OF CONTENTS

SWE ORGANIZATION **7**
Society of Women Engineers - Houston Area Section 7
SWE Terminology 7
SWE-HA SECTION LEADERSHIP COMMITMENT 8
EXECUTIVE COUNCIL 9
Key Responsibilities: 9
PRESIDENT **11**
Key Responsibilities 11
Activities and Committees Overseen by the President 12
VICE PRESIDENT – EXTERNAL **13**
Key Responsibilities 13
Activities and Committees Overseen by the VP-External 13
VICE PRESIDENT – INTERNAL **14**
Key Responsibilities 14
Activities and Committees Overseen by the VP-Internal 14
VICE PRESIDENT – OUTREACH **15**
Key Responsibilities 15
Activities and Committees Overseen by the VP-Outreach 15
SECRETARY **16**
Key Responsibilities 16
Activities and Committees Overseen by the Secretary 16
TREASURER **17**
Key Responsibilities 17
Activities and Committees Overseen by the Treasurer 18
BOARD OF TRUSTEES 19
Key Responsibilities: 19
CHAIR AND COMMITTEE ROLES & RESPONSIBILITIES 20
President Committees 21
Nominating Committee 21
Women Archive and Research Collection Committee - INACTIVE; TRY TO REVIVE 22
Vice President - External Chairs 23
Industrial Support Chair(s) 23
Company Match Chair 23
Affiliated Org Support Chair 23
Tech Tour Chair 24
Federation of Houston Professional Women (FHPW) Delegate(s) 24
Collegiate Liaison Chair(s) - INACTIVE; MERGED INTO AFFILIATED ORG 24

E-Week Chair(s) - INACTIVE; MERGED INTO AFFILIATED ORG 24
Vice President - Internal Chairs 26
Networking Co-Chair (Major Events/Evenings) 26
Networking Co-Chair (Coffees) - PREVIOUSLY CALLED MEMBERSHIP CHAIR 26
Professional Development (PD) Chair 26
International Women's Day (IWD) Chair 27
International Awards Chair 27
Vice President - Outreach Chairs 28
Introduce a Girl to Engineering Co-Chairs 28
Girl Scouts Badge Day Chair 28
SWE-Next Chair 28
Scholarships Banquet Chair 29
Scholarships Chair 29
Volunteer Coordinator 29
Certificate of Merit Chair 30
Secretary Chairs 31
Social Media Chair 31
Engagement Strategy Chair 31
Newsletter Chair 32
Web Virtuoso 32
Treasurer Chairs 33
Financial Assessment Committee Chair 33
APPENDIX I: EVENT TIMELINE 34
APPENDIX II: PAST PRESIDENTS 35
APPENDIX III: YOUNG ENGINEER OF THE YEAR HONOREES 36
APPENDIX IV: WOMAN OF EXCELLENCE HONOREES 37

SWE ORGANIZATION

The Society of Women Engineers (SWE) is a national organization founded in 1950 as a not-for-profit educational and service organization. The National SWE organization is led by the Board of Directors with a Senate. Currently, there are over 400 collegiate and professional sections, as well as 40 affiliates across the United States. Outside of the United States, SWE has nearly 100 collegiate and professional global affiliates.

Society of Women Engineers - Houston Area Section

The Society of Women Engineers-Houston Area Section (SWE HA) was officially chartered on July 1, 1979 as a tax exempt 501(c)(3) nonprofit corporation to provide educational resources and to promote Science, Technology, Engineering and Mathematics (STEM) among women in the Greater Houston Area. SWE-HA empowers women of all ages and diverse cultures to successfully achieve their aspirations, and recognizes women for their contributions as leaders in the community.

SWE-HA aspires to unify science and engineering communities through active participation in outreach events for grades K-12, Academic Scholarships, Awards & Recognition, and Continuing Development programs. With the support of local corporate sponsors and individual donors, SWE-HA is dedicated to pursuing this impactful social commitment.

SWE-HA supports the SWE mission and values. To read more about the SWE mission and values, visit https://swe.org/about-swe/. The SWE website keeps up-to-date information regarding the SWE Bylaws and Codes, Mission, Vision, Core Values and goals. This website also houses a resource center (https://swe.org/about-swe/governance/resource-center/) to act as a hub for current templates, forms, bylaws etc. These resources can be used to conduct SWE business.

Note: SWE-HA is a nonprofit organization and therefore will not promote advertisements of paid-for services. Programs and events that may include topics presented by other organizations, corporations, and privately-owned businesses are permitted as long as the material presented is educational, inspiring, empowering, and aligns with missions of SWE and SWE-HA. Other organizations, corporations, and privately-owned businesses who may present are not permitted to advertise paid-for services to the members and attendees of a SWE-HA event. Contact information, website, and social media may be disbursed and members are able to reach out to these entities on their own if they wish to know more about the organization, corporation, or privately-owned business.

SWE Terminology

- **"Section" vs. "Chapter":** At SWE, we refer to our local groups as **sections**, not chapters or clubs. It is important to use the term “section” consistently when discussing our local groups and leadership roles. Using the proper language helps foster clarity and

ensures alignment with SWE's official structure.

- Section Agreement and SWE Bylaws.
    - **SWE Bylaws** - All sections operate under the governance of the Society's bylaws. Any section procedures or guidelines must align with the Society bylaws.
    - The **Section Agreement** is a contract between SWE and the individual SWE Section, outlining the responsibilities and expectations of both parties.

SWE-HA SECTION LEADERSHIP COMMITMENT

As an Executive Council (EC) Officer and voting member, I , _____ (First and Last Name) am committed and dedicated to support and promote the mission of SWE-HA . I understand that my duties and responsibilities include the following:

1. I understand I am elected to serve for the entire fiscal year and will conduct myself as a professional with a positive attitude during my committed term to be served. If I am unable to fulfill my duties of the EC and meet my obligations as an officer, I will offer my resignation.
2. I will keep all matters of a sensitive nature confidential to protect and maintain the privacy and security among fellow officers and members.
3. I have read and reviewed the section procedures and other pertaining governing documents to the understanding of my roles and responsibilities as an officer.
4. I will participate in the monthly EC board meetings, the Annual Planning Meeting, Annual Business Meeting and scheduled leadership training. If I am not able to attend via in-person or via electronic mediums, I will designate another member of the EC to serve in my absence.
5. I am responsible for reviewing, approving and monitoring the section budget to actively support section finances and increase the revenue-generating activities.
6. I will attend and actively promote the section events to support our community engagements (e.g. professional development meetings, networking events, collegiate involvement and K-12 STEM programs). It is understood that from time to time, attending section events is not feasible. However, every officer should make a good faith effort to attend most of the section events.

Signature, EC Member_____

Date_____

Signature, President _____

Date _____

EXECUTIVE COUNCIL

The Houston Area section is led by local voting members that have been elected by the local section to serve one fiscal year from July 1st to June 30th to represent the Executive Council (EC) that consists of the following positions;

- President
- President-Elect*
- Vice President – External (VP-E)
- Vice President – Internal (VP-I)
- Vice President – Outreach (VP-O)
- Secretary
- Treasurer
- Treasurer-Elect*

The governing body of the section shall be the executive council. The officers of the section shall constitute the executive council. Committee chairs, president-elect, treasurer-elect, and members of the Investment Committee shall be non-voting members of the executive council.

*President-Elect & Treasurer-Elect are aimed to increase continuity of the Section leadership across fiscal years. These roles will serve for two years, one year as the elect position and one year as the primary position.

Key Responsibilities:

- Attend EC meetings (mandatory) in person or online. Exceptions may be granted by the president with advanced notice; however, each officer is responsible for providing an update prior to the meeting.
- Attend the Annual Planning Meeting, EC Training Day, and Chair Training Day
- Coordinate and develop programs to increase SWE visibility in the Greater Houston community
- Maintain a SWE resume
- Implement section policies as determined by the membership
- Share lessons learned and best practices at the EC Meetings
- Approve the appointment of all committee chairs, except the chair of the Nominating Committee and Investment Committee. Provide oversight and guidance to the committee chairs as assigned.
- Approve the section budget and authorize expenditures not included in the approved budget.
- All officers are responsible for identifying and encouraging future section leaders. At the end of the fiscal year, all outgoing officers shall conduct a face-to-face handover with the incoming officer for the position

EC meetings are typically held once a month in person, tele-conference, video conference or other electronic means of communication. Officers are required to receive updates from their

Chairs to communicate during the meeting. A quorum shall be a majority of the voting members of the executive council then in office, but not less than three, one of whom is the president or vice president. No member of the executive council may vote by proxy.

Any officer may be removed for cause by a vote of two-thirds of the voting members of the section responding to a recall ballot. Such removal shall be effective immediately upon the recording of such vote.

A vacancy in the office of president or treasurer shall be filled by the elect position for the remainder of the term. If there is no Elect role, the VP-External will fill the role of President.

A vacancy in the of President-Elect or Treasurer-Elect will be filled by either:

1. Appoint a new President/Treasurer-Elect from among the Executive Committee who is committed to fulfilling the completion of the 2-year term
2. Hold a special election to recruit and vote on a new President/Treasurer-Elect to fulfill the completion of the 2-year term

A vacancy in the office of vice president-external, vice president-internal, vice president-career guidance, secretary, or treasurer shall be filled by election by the executive council.

A vacancy on the Investment Committee will be filled temporarily (for the remainder of the fiscal year) by election by the executive council. Any remaining portion of the unexpired term will be permanently filled by election of the membership during the next annual election.

PRESIDENT

The President is the elected spokesperson for the local section as the primary responsible party for the overall direction, communication and coordination of the section's activities serving for a term of one year. The President is the principal contact in establishing and maintaining business partnerships and community relationships with external parties that support the SWE Mission and STEM initiatives, including:

- Community organizations
- Educators
- Industry leaders
- Professional societies

Key Responsibilities

- **President Duties per SWE HQ Bylaws:**
    - **Represent the local section before the public and preside at meetings of the local Section and its executive council**
    - **Authorize the disbursement of section funds within the budget approved the executive council**
    - **Be an authorized signatory on all Section financial accounts**
    - **Review and approve the year-end Section financial report**
- **Review and approve the previous FY IRS filing, if not eligible for Form 990-N (postcard)**
- Signatory to Society Section Agreement (Bylaws) on behalf of the section
- Back-up to treasurer to receive, keep and distribute funds to approved allocated budgets
- Runs EC meetings and provides agenda beforehand.
- Support EC members with identification and appointment of Chair positions
- Coordinate team building activities and section leadership sessions
- Coordinate activities and execute the business and policies of the section between meetings. Provide oversight and guidance to the committee chairs as assigned.
- Attend affiliated community, educational and professional society events
- It is the responsibility of the EC Officers (President and Treasurer) to ensure that a *minimum of* 50% of last year's budget or actual expenses (whichever is greater) (combined between all operating accounts including checking, savings, Billhighway, PayPal, etc.) is available for section activities, not related to scholarships, at the beginning of the upcoming fiscal year prior to approval of the Annual Section Budget.

Required attendance to the following functions:

- Annual Planning Meeting
- Past Presidents' Tea
- International Women's Day
- Annual Business Meeting
- Student Scholarship and Award Ceremony

Recommended attendance to the following functions:

- FHPW July Quarterly Meeting
- SWE National Conference
- FHPW Women of Excellence Gala
- Young Engineer of the Year Banquet

Activities and Committees Overseen by the President

The President oversees the activities of the following committees:

- Nominating Committee
- Strategy Committee (established FY27)
- Women Archive and Research Center Committee

PRESIDENT-ELECT

The President-elect is a non-voting member of the Executive Council serving for a two year term (one year as President-Elect + one year as President) whose role is to shadow and support the current President to maintain continuity across the fiscal years.

Key Responsibilities

- Attend all Executive Council meetings
- Assist the President in tasks as requested to learn the processes
- Participate in the Strategy Committee for continuity across Executive Councils

VICE PRESIDENT – EXTERNAL

The Vice President - External (VP - E) is responsible for supporting collegiate sections, cultivating corporate relationships and providing support to assist with presidential responsibilities as needed serving for a term of one year. The VP - E is the primary contact in establishing and maintaining business partnerships and community relationships with external parties.

Key Responsibilities

- Fills the office of the president if it becomes vacant
- ***Corporations*** - Build a rapport with local corporations
    - Seek financial sponsorships, in-kind donations and other fundraising opportunities
    - Coordinate sponsorship tracking with Treasurer and other EC members
    - Ensure execution of Sponsorship benefits within SWE-HA
    - Promote SWE-HA by assisting in marketing functions
- ***Collegiates*** - Liaison with and support the local collegiate SWE sections, as needed
    - Promote joint collegiate and professional section programs
    - Assist in creating new collegiate sections, as needed
- ***Engineering Orgs*** - Develop alliances with other STEM focused and women's organizations
- Maintain current electronic versions of the following documents:
    - SWE-HA Section Sponsorship Package (virtual on website)
    - Sponsorship Tracker

Activities and Committees Overseen by the VP-External

The VP-External oversees the activities of the following chairs and committees:

- Company Match Chair
- Affiliated Org Chair
- FHPW Delegates
- Industrial Support Chair(s) - inactive as of FY27
- Collegiate Liaison Chair(s) - inactive as of FY26
- Engineers Week (E-Week) Chair - inactive as of FY26

VICE PRESIDENT – INTERNAL

The Vice President - Internal (VP - I) is responsible for coordinating and developing programs to serve the needs of our professional membership, serving for a term of one year.

Key Responsibilities

- Lead Local Awards process
- Plans the annual Member events such as:
    - FY Kickoff Event
    - End of Year Celebration
- Oversee (and assist with) all other Internal Events such as:
    - Monthly Networking Events (coffees, happy hours, etc)
    - Quarterly Professional Development Meetings
    - Annual International Women's Day Celebration
    - Annual International Awards applications

Activities and Committees Overseen by the VP-Internal

The VP-Internal oversees the activities of the following chairs committees:

- Networking / Membership Chair(s)
- Professional Development Chair(s)
- International Women's Day
- International Awards Chair
- Local Awards Chair *(inactive)*

VICE PRESIDENT – OUTREACH

The Vice President – Outreach (VP - O) is responsible for coordinating and/or participating in the Greater Houston Area STEM (Science, Technology, Engineering and Mathematics) community outreach programs for grades K – 12 and the SWE-HA Academic Scholarships and Awards Program serving for a term of one year.

Key Responsibilities

- Oversee (and assist with) all SWE-HA Outreach Events such as:
    - Introduce a Girl to Engineering Day (annual fall event)
    - SWENext Chair (monthly program October to May)
    - Girl Scout Badge Days (4x per year)
    - Scholarship and Awards program, including the application process and banquet (spring)
- Oversee (and assist with) participation in partner organization outreach programs
- Oversee coordination of volunteers with regards to outreach programs and activities

Activities and Committees Overseen by the VP-Outreach

The VP-Outreach oversees the activities of the following chairs and committees:

- Introduce a Girl to Engineering Chair(s)
- SWENext Chair
- Scholarship / Certificate of Merit Chair(s)
- Scholarship and Awards Banquet Chair
- Volunteer Coordinator(s) - inactive, VPO is responsible

SECRETARY

The Secretary is responsible for documenting the section's meetings, public communications and activities serving for a term of one year. The Secretary records meeting minutes for all EC meetings and includes an action item list with deadlines and responsibilities assigned.

Key Responsibilities

- **Secretary Duties per SWE HQ Bylaws:**
    - **Maintain the records of the Section in accordance with the requirements of the Section Agreement.**
- Scribe EC meeting minutes. Minutes will include actions that occur by phone or email between in-person meetings.
    - Ensure votes take between EC meetings (via email, text, chat, etc.) such as for changes in the budget, approval of committee chairs, etc. are documented in the next EC meeting minutes
    - Ensure quorum is met for EC meetings if motions are proposed. Quorum for the EC meeting is the majority of the members of the executive council in office. Provide oversight and guidance to the committee chairs as assigned.
- Ensure Chairs maintain the Website, Newsletter, and Social Media accounts to distribute section information in a timely and professional manner.
- Ensure all documentation is electronically archived with current revisions and previous version history.
- Verify SWE-HA Document Naming Convention is followed on all documents
- Maintain current electronic versions of the following documents:
    - SWE-HA Section Procedures
    - SWE-HA Section Commitment
- Maintain updated branding guidelines from HQ
    - SWE-HA Letterhead
    - SWE-HA PowerPoint Presentation Template
    - SWE-HA Meeting Agenda Template
    - SWE-HA Meeting Minute Template
    - SWE-HA Newsletters

Activities and Committees Overseen by the Secretary

The Secretary oversees the activities of the following chairs and committees:

- Newsletter Editor
- Social Media Chair(s)
- Web Virtuoso

TREASURER

The Treasurer is responsible for managing the local section funds and maintaining the budget serving for a term of one year.

Key Responsibilities

- **Treasurer Duties per SWE HQ Bylaws:**
    - **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 (for previous FY).**
    - **Provide financial oversight and guidance to any committee chairs.**
    - **Ensure Section IRS tax filings are complete (for previous FY).**

- Be an authorized signatory on all Section financial accounts
- Signatory to Society Section Agreement (Bylaws) on behalf of the section
- Monitor Informed Delivery emails for PO Box and collect mail, as needed
- Ensure and maintain all financial documents and receipts are electronically archived
- Develop a draft budget based on the outgoing Treasurer projected annual budget, and past FY information. Alongside current FY EC Team, maintain/review budget, log changes to budget after initial EC approval
    - *Note: Event budgets are allotted a 10% contingency before a revised budget approval must be made by the EC. Events that will go beyond the 10% contingency will need to seek EC approval and must include an amended budget justification.*
- Work alongside the VP-E to manage sponsor donations and track when funding is available and communicate back to VP-E
-
- Act as interface between EC and Investment Committee
- Send tax deduction receipts / Thank You letters for monetary and gift in kind donations
- Provide method of payment (QR code to Zelle and/or PayPal, or similar) for events expecting on-site payments or donations
- It is the responsibility of the EC Officers (President and Treasurer) to ensure that a ***minimum of*** 50% of last year's budget or actual expenses (whichever is greater) (combined between all operating accounts including checking, savings, Billhighway, PayPal, etc.) is available for section activities, not related to scholarships, at the beginning of the upcoming fiscal year prior to approval of the Annual Section Budget.
- Maintain current electronic versions of the following documents:
    - Reimbursement Form
    - List of sponsors/donors with their contributions (including cash and gift in kind donations)

    - Sales Tax Exemption Form
    - IRS form W-9
    - Tax receipt / thank you letter template
- Update scholarship Payment Tracker, including student payouts

Activities and Committees Overseen by the Treasurer

The Treasurer oversees the activities of the following chairs and committees:

- Investment Committee (formerly the Board of Trustees, BOT)
- Financial Assessment Committee Chair

TREASURER-ELECT

The Treasurer-elect is a non-voting member of the Executive Council serving for a two year term (one year as Treasurer-Elect + one year as Treasurer) whose role is to shadow and support the current Treasurer to maintain continuity across the fiscal years.

Key Responsibilities

- Attend all Executive Council meetings
- Assist the Treasurer in tasks as requested to learn the processes
- Participate in the Strategy Committee for continuity across Executive Councils

Investment Committee

The Investment Committee consists of four SWE-HA members each serving a three year term. The Investment Committee succeeds the Board of Trustees which was established to manage and invest the funds received from the 1998 SWE Convention Overage, and other SWE-HA funds if requested. The investment income managed by the Investment Committee provides the SWE-HA section with funds for scholarships, professional development, K-12 STEM Outreach, and any other activities consistent with the SWE-HA strategic priorities.

Key Responsibilities:

- Prepare an Annual Treasurer Report for submission to the Houston Area Section President and Treasurer
- Attend and present at the SWE-HA Annual Business Meeting
- Attend a minimum of one (1) EC meeting (1 member can represent the whole committee, not every member is required to attend)
- Provide the necessary information to the SWE-HA Treasurer in order to complete the IRS Form 990 tax return documents that cover the previous fiscal year
- Meet as a committee a minimum of twice per FY
- Review and provide inputs on changes to the section procedures affecting the Investment Committee

The section executive council shall determine how the funds shall be dispersed according to the Section Procedures. The Investment Committee shall develop and maintain policies to govern their operations. The chair shall report to the section treasurer and provide a quarterly written report to the section executive council.

The Investment Committee is responsible for making or recommending fund investment decisions and advising the EC at least annually on the amount of investment income available for use by the section.

The Investment Committee shall be composed of four section voting members and the section treasurer, who shall serve as a non-voting ex-officio member. Terms of office shall be three years with two Committee members being elected one year and one member elected each of the subsequent years. Any Investment Committee member may be re-elected to succeed herself/himself.

The chair of the Investment Committee will be elected by the members of the committee for that FY, not appointed. The chair will be a signatory on the section's investment accounts and is delegated fiscal responsibility for the funds invested.

Investment Committee:

- Time Commitment: 10 hours per year
- Requirement: Must be a paid SWE-HA member for current fiscal year
- Preferred Prior Experience:

- Familiarity with financial matters and investing
- Familiarity with the SWE-HA section
- Preferably previous SWE leadership experience at the section or society level
- Cannot be the president, president-elect, treasurer, or treasurer-elect while serving on the Investment Committee

CHAIR AND COMMITTEE ROLES & RESPONSIBILITIES

The following describes the roles and responsibilities of Chairs within the Society of Women Engineers Houston Area Section. In addition to the individual chair requirements listed in detail below, the following are minimum chair expectations and requirements which apply to all SWE-HA chair roles.

SWE Leadership Expectations for Chair Positions:

- Handover with the previous Chair by July
- Commitment to the role for the SWE Fiscal Year (July - June)
- Execution of base expectations for the chair position as outlined in the Section Procedures and Society Bylaws
- Provide updates to the Executive Committee as needed - minimum of on a monthly basis
- Prioritize attendance at other SWE events in support of your fellow Chairs

Recommended Requirements:

- SWE Member in good standing in the Houston Area
- Attended at least 3 SWE-HA events in the past (exempt if new to Houston Area)
- Previous committee experience or demonstrated leadership/ relevant experience within another organization
- Most positions are limited to one chair position at a time. Approval from the entire EC required to hold multiple chair positions at once. This is to prevent burnout and one position's responsibilities falling short to the others.
- Compliance: Adhere to SWE's branding guidelines, web standards, and Code of Conduct

If you do not meet the requirements to apply for a Chair Position, please consider joining the Committee instead! Committees assist the Chairs and gain valuable experience in SWE-HA.

Nominations Timeline:

- **Early March** - Call for Executive Committee Nominations
- **All March/April** - Advertise Chair Positions on social media / Virtual Learning Session
- **End of March** - Executive Committee Nominations Due
- **Early April** - Annual Business Meeting / Announce Slate / Meet the Candidates
    - Petition period: Must wait 7 days after announcing the slate to open the ballot
- **Early to mid April** - EC Ballot Opens (members only)
- **Early May** - Chair Application Opens
- **Early May** - EC Ballot Closes
    - Ballot must be open for at least 14 days
- **Mid May** - Nominating Committee validates votes & notifies Candidates
- **Mid May** - New Executive Committee is announced to Members then in Newsletter
- **End of May** - Chair Application Closes
- **Early June** - Outgoing & Incoming EC Review the Chair Applications and appoint
- **Early June** - Announce new Chairs in the Newsletter / EOY Celebration
- **July 1st** - New FY begins

President Committees

Nominating Committee

- Description: The Nominating Committee (NC) shall consist of at least 3 volunteers (elected by the EC) that are not running for the upcoming term. The NC leads the Nominating Committee to identify candidates for the next fiscal year Executive Committee according to the SWE-HA bylaws.
    - Hosts the Meet the Candidates event
    - Distributes ballots & announces the slate
- Time Commitment: Feb/Mar-Mid May: 1-2 hours per week
- Preferred Prior Experience:
    - Familiar with overall SWE/SWE-HA organization and knowledge of current involved members.
    - Prefer an individual with past EC experience.
- Nominating Process:
    - The nominating committee shall select its own chair, who must be a voting member of the Society but does not need to have been elected to the committee by the executive council.
    - Members of the nominating committee may not become candidates during their tenure of service on the nominating committee.
    - The nominating committee shall propose at least one qualified candidate for each of the officer positions. The slate shall be presented to the members of the section by mail, electronic mail, or posting on the section website prior to the April business meeting and additional candidates may be nominated at the April business meeting from the floor.
    - Additional candidates may be nominated by petition, provided that:
        - The member is eligible for the position by meeting the following requirements;
            - SWE member in good standing
            - General SWE/SWE-HA knowledge
            - Good interpersonal skills
            - Prior leadership experience
            - Good communication skills
            - Effective in team environments, both in-person and virtual
        - The member has given written consent to being placed on the ballot;
        - A minimum of two percent or five of the voting members of the section, whichever is greater, have signed a petition or endorsed an email to place the candidate's name on the ballot; and
        - The petition, together with the written consent, is submitted to the chair of the nominating committee prior to the published ballot release date. There must be a 7 day period between announcing the slate and opening the ballots.
    - The voting members of the section shall elect the section officers.
    - A plurality shall elect for each office. In the event of a tie, a ballot shall be sent to the voting members of the section for a runoff vote.

Strategy Committee

The vision of this committee is to improve continuity across the Executive Committees, implement long term improvements, and aid in record keeping. This committee would be appointed by the Executive Committee as non-voting members.

Potential members could include:

- President Elect
- Treasurer Elect
- Past President
- Past Treasurer
- 2-3 other past members with leadership experience

Women Archive and Research Collection Committee

The SWE-HA Women Archive and Research Collection (WARC) Committee is the gatekeeper of the section's historical records and documentation maintained throughout the fiscal year. The WARC Committee is responsible for submitting archives and the donation process to the University of Houston Women's Archive and Research Collection. The Committee Chair is selected by the Committee Member and reports to the President.

SWE HA Archives Committee Procedure
Shuart Women's Archive & Research Collection - University of Houston
Carey Shuart Women's Research Collection | Special Collections

Vice President - External Chairs

Company Match Chair

- Description: Responsible for identifying, maximizing, and tracking volunteer hours / dollar match from members' employers. Research other potential outreach benefits from employers and advertise options to members.
    - Attend at least 1 SWE-HA internal event per quarter to identify leads
    - Coordinate with Industrial Support Chair, Scholarship Chair and Treasurer to track use of matching funds
- Time Commitment: 4 - 6 hours per month
- Preferred Prior Experience:
    - Engaged in / lead employer sponsored outreach activities
    - Familiar with overall SWE/SWE-HA organization

Affiliated Org Support Chair

- Description: Responsible for engaging with local professional non-profit organizations to increase engagement in SWE-HA and find opportunities to collaborate with other organizations (ex: NSBE, SHPE, AIChE, ASME, E-week, Collegiate SWE sections, etc.)
    - Target establishing a working relationship with 3 organizations by end of the fiscal year
    - Have members from another organization participate in at least 2 of our events per year
    - Attend at least 2 events hosted by other nonprofits and 2 SWE Collegiate chapter events to raise visibility to SWE-HA events
    - Engage with Houston E Week committee and find ways to collaborate
- Time Commitment: 4 to 6 hours per month
- Preferred Prior Experience
    - Leadership role in a non-profit or volunteer organization
    - Familiar with overall SWE/SWE-HA organization
    -

Federation of Houston Professional Women (FHPW) Delegate(s)

- Description: SWE-HA is a founding member of the FHPW. SWE-HA has three delegates that represent SWE-HA at FHPW events and also vote at delegate meetings. They are to report to their SWE-HA officer and help coordinate the Woman of Excellence process. The VP-E and President are responsible for filling vacant FHPW Delegate positions. Represent SWE-HA at FHPW events and provide opportunities for our members to learn about different industries in our area.
- Time Commitment: 4 - 6 hours per month
- Required Prior Experience:
    - Prefer a past SWE-HA Executive Committee member

Industrial Support Chair(s) - *INACTIVE; MERGED INTO VP-E RESPONSIBILITIES*

- Description: Responsible for fundraising, securing, and tracking sponsorships and donations for SWE-HA from local companies
    - Target commitment from at least two employers per quarter - can be sponsorship or outreach engagement
    - Be aware of FY budget and current financial needs then work with Treasurer to facilitate donor payments
    - Attend at least 2 SWE-HA internal event per quarter to identify leads
- Time Commitment: 8-10 hours per month
- Preferred Prior Experience:
    - Strong network in the industry / willingness to cold call
    - Comfortable making elevator pitches to new individuals
    - Familiar with overall SWE/SWE-HA organization

Collegiate Liaison Chair(s) - *INACTIVE; MERGED INTO AFFILIATED ORG*

Responsible for building relationships with collegiate sections and supporting the creation of new collegiate sections to enhance SWE membership. The Collegiate Liaison Chair should attend collegiate section meetings and coordinate joint collegiate-professional events to promote mentoring. For continuity, this is a two year assignment.

The following are a list of previously known University and Colleges within the Houston Area:

- Rice University (C057)
- Texas A&M University - College Station (C061)
- University of Houston (C051)
- Houston Community College Affiliate
- Lamar University
- Prairie View A&M University (C056)
- University of Houston - Clear Lake
- University of Houston - Downtown
- University of Tyler - Houston Engineering Center

E-Week Chair(s) - *INACTIVE; MERGED INTO AFFILIATED ORG*

The E-Week Chair(s) reports to the VP-E and is responsible for representing SWE-HA on the Houston E-Week Committee. The E-Week Chair(s) is the liaison between SWE-HA and Houston E-Week Committee. The E-Week Chairs(s) should attend the monthly meetings hosted by the Houston E-Week Committee, participate in E-Week activities on behalf of SWE-HA and provide a report to the VP-E on Houston E-Week news and events.

Tech Tour Chair - *INACTIVE; LACK OF ATTENDANCE*

- Description: Provide opportunities for our members to learn about different industries in our area.
    - Liaison with local companies to organize a tech tour every quarter

    - Attend a SWE-HA networking or PD event every quarter to engage with members
    - Collaborate with Industrial support chair for connections with Companies
- Time Commitment: 4 - 6 hours per month
- Preferred Prior Experience:
    - Strong network in the industry / willingness to cold call
    - Marketing to companies

Vice President - Internal Chairs

Networking Chair

- Description: Plans 8 monthly coffee meetups and 3 evening networking events.
    - Select location, coordinate with venue for larger groups, create sign up, day of coordination, post-event follow ups
    - Annual events may require additional steps like managing a budget, booking a venue/caterer, and leading the local awards.
- Time Commitment: 4-6 hours per month (includes event attendance time)
- Preferred Prior Experience:
    - Familiar with overall SWE/SWE-HA organization to connect new members. Prior attendance at SWE networking events
    - Experience planning events for 20+ people - booking vendors, managing budgets, organizing volunteers, event day execution.

Professional Development (PD) Chair

- Description: Plans quarterly PD events
    - Select topic/speaker, venue, food, day of coordination, etc.
    - Coordinate sponsorship with Industrial Support Chairs.
    - If warranted, the Professional Development Chair(s) also coordinates the Professional Development Conference (full-day conference on a Saturday).
- Time Commitment: 4-6 hours per month (includes event attendance time)
- Preferred Prior Experience:
    - Experience planning events for 20+ people - booking vendors, managing budgets, organizing volunteers, event day execution.
    - Strong network in the industry / willingness to cold call potential speakers
    - Prior attendance at PD Events

International Women's Day (IWD) Chair

- Description: Leads committee to plan annual IWD Celebration around March 8th (Official IWD). This is the largest SWE-HA event open to both members and corporate partners.
    - All event planning, logistics, and marketing of the event
    - Creating sponsorship plans and working with Industrial Support Chair to execute
- Time Commitment: 8-10 hours per month
    - Aug-Dec: Bi-weekly committee meetings
    - Jan-Mar: Weekly Committee meetings
    - Day of Event: 6-8 hours
- Preferred Prior Experience:
    - Prior Committee Member or event attendee
    - Experience planning events for 50+ people - booking vendors, managing budgets, organizing volunteers, event day execution
    - Familiar with overall SWE/SWE-HA organization
    - Marketing or event advertisement strategies

    - Strong network in the industry / willingness to cold call

International Awards Chair

- Description: Identifies members who are good applicants for SWE National Awards and assists them through the application process. The application deadline is March 1st. The award opportunities are to bring recognition to the section and individuals for all their hard work and great contributions to the society, community, and the engineering industry.
- Time Commitment:
    - August-December: 1-2 hours per month recruiting applicants at events
    - February: 20+ hours per month assisting with applications
- Preferred Prior Experience:
    - Prior award applicant
    - Familiar with overall SWE/SWE-HA organization
    - Experience reviewing resumes, recommendation letters, personal statements, etc.

Vice President - Outreach Chairs

Introduce a Girl to Engineering Co-Chairs

- Description: Coordinates SWE-HA's K-12 outreach program Introduce a Girl to Engineering (IAGTE). Oversee progress of outreach activities and lend assistance to committee chairs. This is the premiere event designed and held by SWE-HA. It is typically held on a Saturday in November and invites junior high girls from the Houston area to participate in design exercises and interact with women engineers.
- Time Commitment: Typically July-November: 10-15 hours per month
    - Recruiting IAGTE Planning committee
    - Leading weekly IAGTE Planning meetings
    - Coordinating and ensuring success Day of Event
- Preferred Prior Experience:
    - Volunteered with SWE-HA before, preferably with IAGTE committee or other outreach events.
    - Comfortable creating a team and leading them to execute IAGTE Day.
    - Experience planning events for 50+ people - booking vendors, managing budgets, organizing volunteers, event day execution.

Girl Scouts Badge Day Chair

- Description: Coordinates SWE-HA's K-12 outreach program to plan 2-4 Girl Scout Badge Days.
- Time Commitment:
    - September - November: 2 hours per month
        - Coordinating with Girl Scouts to pick Badge Days in October
        - Creating committee team to pick / plan activities
    - December - March: 10 hours per month
        - Coordinating volunteer registration
        - Coordinating event day of
- Preferred Prior Experience:
    - Volunteered with SWE-HA before, preferably with a Girl Scouts Event
    - Organizing an outreach activity for students
    - Experience planning events for ~30 people - managing budgets, organizing volunteers, event day execution.

SWE-Next Chair

- Description: Plans and executes SWENext sessions, teaching students about different disciplines of engineering through hands-on activities. The SWENext Chair also acts as a liaison between the section and the SWENext Program.
    - *Alternative Version: The SWENext Outreach Chair acts as a liaison between the SWE-HA Section and the SWENext Program. The SWENext Program provides a free membership to K-12 students in the form of individual memberships or SWENext Clubs. The chair is responsible for increasing engagement with local*

SWENext Clubs (e.g., sending emails, coordinating meet-ups, sharing SWENext Club events, getting members to present at schools, etc.)

- Time Commitment: July - June: 10-15 hours per month
- Preferred Prior Experience:
    - Volunteered with SWE-HA before, preferably with SWEnext or other outreach events.
    - Comfortable creating a team and leading them to execute SWEnext sessions.
    - Organizing an outreach activity for students
    - Experience planning events for ~30 people - managing budgets, organizing volunteers, event day execution.

Scholarships Banquet Chair

- Description: Plans the Scholarship Banquet for high school student scholarship and certificate of merit winners. Actively attends scholarship planning meetings and hosts banquet planning meetings.
- Time Commitment: January - April: 5-10 hours per month
- Preferred Prior Experience:
    - Experience planning events for 50+ people - booking vendors, managing budgets, organizing volunteers, event day execution.
    - Familiar with overall SWE/SWE-HA organization

Scholarships & COM Chair

- Description: Coordinates the scholarship efforts to advertise scholarship opportunities and Certificate of Merit Awards at Greater Houston Area high schools, then collects and reviews applications with SWE-HA volunteers as needed.
- Time Commitment:
    - September - April: 20 hours per month
    - March: 40 Hours
- Preferred Prior Experience:
    - Volunteered with the Scholarship committee before. Familiar with the scholarship process.
    - Familiar with overall SWE/SWE-HA organization

Volunteer Coordinator - *INACTIVE; RESPONSIBILITY OF VP-O*

- Description: Coordinates volunteers for outreach events type requests (outside of IAGTE, SWEnext, and Girl Scouts). SWE-HA often gets requests to support volunteer events such as First Robotics Challenge, Houston's Energy Day, Science Fairs, etc.
- Time Commitment: 2-10 hours per year
    - 30 minutes once per week checking email, responding to requests for volunteers / outreach events
    - As needed: creating sign up pages for volunteers and working with social media team to advertise

    - As needed: Maintain a tracking sheet for volunteer sign ups / attendance
- Preferred Prior Experience:
    - Comfortable maintain full responsibility of volunteer coordinator email and coordinating volunteers
    - Familiar with overall SWE/SWE-HA organization

Secretary Chairs

Social Media Chair(S)

- Description: The Social Media Chair is responsible for managing the online presence of SWE-HA across all social media platforms to promote events, initiatives, and achievements and drive engagement.
    - Attend as many SWE-HA events as possible, or send a delegate to ensure event photos and event summaries are posted to social media in a timely manner
    - **Content Creation**: Develop engaging, on-brand content for SWE HA's social media channels (LinkedIn, Instagram, etc.), including graphics, videos, and written posts.
    - **Scheduling & Posting**: Create and maintain a social media content calendar, ensuring timely posting of content aligned with SWE HA's event schedule.
    - **Community Engagement**: Monitor social media platforms for comments, messages, and community interaction. Respond to inquiries in a timely and professional manner. Use data analytics to engage the audience.
- Time Commitment: 10-12 hours per month
- Preferred Prior Experience:
    - Experience with social media and graphic design tools like Canva
    - Strong written communication and storytelling skills.
    - Ability to manage multiple projects and meet deadlines.
    - Familiar with overall SWE/SWE-HA organization

Newsletter Chair

- Description: Prepare and send bi-weekly email newsletters. The newsletter chair will use tools such as Constant Contact and Canva to build the newsletter. The chair should use the newsletter to promote upcoming events, member spotlights, volunteer vacancies.
- Time Commitment: 3-5 hours per month
- Preferred Prior Experience:
    - Strong writing and editing skills with attention to detail.
    - Proficiency in using email marketing tools and design software.
    - Excellent organizational and time management skills to adhere to bi-weekly publishing timeline.

Web Virtuoso

- Description: Maintain and enhance our section's website and the SWE-HA email database. Provide technical support for both.
- Time Commitment: 5-7 hours per month
- Preferred Prior Experience:
    - Experience in web development and content management systems
    - Basic web design principles, HTML, or CSS
    - Strong attention to detail and organizational skills.

Treasurer Chairs

Financial Assessment Committee Chair

- Requirement: Must be a paid SWE-HA member for current FY, can not be current president or treasurer, nor have been president or treasurer for FY being assessed (same requirements for other committee members).
- Description: The purpose of the financial assessment committee is to examine the financial statements and the financial records of the organization. Financial assessments determine if the accounting procedures conform to established procedures and best practices used by other nonprofit organizations and helps to ensure that the accounting of the organization is objective, fair, complete, and accurate.
    - Recruit at least 2 other committee members that meet the same requirements as the chair.
    - Review at least 3 months of statements for SWE-HA bank/financial accounts (currently excludes BOT accounts), budget, tax, HQ financial report, etc. Compare bank statements to financial books/budget documents and receipts.
    - Alert EC to any discrepancies, present review findings, and provide recommendations to EC for future improvements to accounting practices.
    - Follow the latest version of Financial Assessment Procedure available on the finance committee page of the SWE.org website.
- Time Commitment: 15 hours per year
- Preferred Prior Experience:
    - Familiarity with financial matters, preferably previous experience as section treasurer or president.

The Financial Assessment Committee Chair can find materials for how to conduct the Financial Assessment on the SWE HQ website at: https://swe.org/about-swe/governance/committees/finance-committee/. Resources are currently kept in the “Document Repository” section. Use the Secretary as contact for EC.

APPENDIX I: EVENT TIMELINE

Q1 July - September	Q2 October - December
● FHPW Quarterly Meeting (FHPW Delegates) ● Annual Planning Meeting ● Annual Chair Training Session ● Fiscal Year Budget Approval ● Section Financial Report Due ● Annual Kick-off Event ● Back to School Supply Drive ● FHPW WOE Gala ● Fall PD Event ● Quarterly Networking Night / Professional Mixer ● Energy Day Houston ● Monthly EC Meetings ● Monthly Coffee Meetups ● Monthly SWENExt Meetups	● FHPW Quarterly Meeting (FHPW Delegates) ● YOEY Selection ● National Conference ● Scholarship Applications Open ● IRS 990 Tax Form Due ● Introduce a Girl to Engineering Day ● Holiday Toy Drive ● Quarterly Networking Night / Holiday Party ● Monthly EC Meetings ● Monthly Coffee Meetups ● Monthly SWENExt Meetups
Q3 January - March	**Q4 April - June**
● FHPW Quarterly Meeting (FHPW Delegates) ● Quarterly Networking Night / Member Brunch ● 2 Girl Scout Badge Days ● Engineering Week ● YOEY Awards Banquet ● SWE National Individual Award Nominations ● Science and Engineering Fair of Houston ● International Women's Day Event ● Winter PD Event ● Monthly EC Meetings ● Monthly Coffee Meetups ● Monthly SWENExt Meetups	● FHPW Quarterly Meeting (FHPW Delegates) ● FHPW WOE Selection ● Annual Business Meeting ● FIRST Innovation Fair/Expo ● Spring PD Event ● Quarterly Networking Night ● President forms Nominating Committee ● End of Year Celebration ● 2 Girl Scout Badge Days ● Scholarship and Awards Banquet ● Election and Announcement of new EC Board ● Begin Officer Transitions ● Section Leadership Roster Due ● Section Vitality Assessment Form Due ● SWE Section Awards Nominations Due ● Monthly EC Meetings ● Monthly Coffee Meetups ● Monthly SWENExt Meetups

APPENDIX II: PAST PRESIDENTS

1979 - 1980 Donna (Reed) Kottwitz
1980 - 1981 Denise Wolfs
1981 - 1982 M. Jane Casey, PE
1982 - 1983 Sarabeth W. Smith
1983 - 1984 Cindy K. Potter
1984 - 1985 Frances R. Wainwright
1985 - 1986 Sherry Ramsey, PE
1986 - 1987 Barbara N. Brown
1987 - 1988 Vivienne McKitrick, PE
1988 - 1989 Lisa I. Gilchrist
1989 - 1990 Cynthia L. Gluth, PE
1990 - 1991 Debra Norris
1991 - 1992 Karen R. McLain
1992 - 1993 Jann K. Elkins, PE
1993 - 1994 Kimberly M. Weathersby
1994 - 1995 Dr. April R. Lauper, PE, Fellow
1995 - 1996 Marie P. Laplante, Fellow
1996 - 1997 Georgette M. Michko
1997 - 1998 Sujata Bhatia
1998 - 1999 Sandra Alridge
1999 - 2000 Siddika Demir
2000 - 2000 Michele Tesciuba
2000 - 2001 Danielle Forget-Shields, PE
2001 - 2002 Jeannie Gardner
2004 - 2005 Jennifer Bell
2005 - 2006 Monica Saenz
2006 - 2007 Laura Piland, PE
2007 - 2008 Lindsay (Laskowski) Forsyth
2008 - 2009 Amy Yip
2009 - 2010 Carla Fair-Wright, PMP
2010 - 2011 Xuan VandeBerg
2011 - 2012 Brandy R. Lang, PE
2012 - 2013 Jill Almaguer, PE, PMP
2013 - 2014 Islin Munisteri, EIT
2014 - 2015 Julia P. Clarke, PE
2015 - 2016 Katherine Culbert
2016 - 2017 Nelia Mazula
2017 - 2018 Carolyn Cooper
2018 - 2019 Carolyn Cooper
2019 - 2020 Amy Gelsinger
2020 - 2021 MK (Scott) Spiegelhauer
2021 - 2022 Ashley Zamore, PMP
2022 - 2023 Leteshia A. Lowe
2023 - 2024 Amanda Cain
2024 - 2025 Katherine Hoerner, PMP
2025 - 2026 Erin McConomy

APPENDIX III: YOUNG ENGINEER OF THE YEAR HONOREES

1997 Marie P. Laplante, Fellow

1998 Sujata Bhatia

1999 Irene Chang

2000 Siddika Demir

2001 Michele Tescuiba

2002 Jeannie Gardner

2003 Danielle Forget Shield, PE

2004 Lana Fountain Flakes

2005 Monica A. Saenz

2006 Amy Yip

2007 Laura Piland

2008 Lindsay Laskowski (Forsyth)

2009 Krisitann Rushton

2010 Janel Atwood

2011 Jessica Albert, PE

2012 Danielle (Mauz) Cooper

2013 Jennifer Saunders

2014 Islin Munisteri, EIT

2015 Julia P. Clarke, PE

2016 Mary Katherine Scott

2017 Ashley Zamore

2018 Alina Bartley and Kiandra Lewis

2019 Victoria Herman

2020 Tamara Rodriguez-Diaz

2021 Kathryn Schoer

2022 Emily Anne Friedman

2023 Julie Surfus

2024 Katherine Hoerner

2025 Amanda Cain

2026 N/A

APPENDIX IV: WOMAN OF EXCELLENCE HONOREES

1982 Carolyn F. Phillips

1983 Ivy Hooks

1984 Margaret Skillern-Rogers

1985 Helen Kay Haskin, PE

1986 Not Awarded

1987 Not Awarded

1988 Dr. Bonnie J. Dunbar, PE

1989 Cynthia Gill

1990 Not Awarded

1991 Ann Hightower

1992 unknown

1993 Rhonda Hill

1994 Donna D. Kottwitz

1995 Cynthia Gluth, PE

1996 Joyce M. Woods

1997 Barbara Noyes Brown

1998 Kimberly Weathersby

1999 Georgette M. Michko

2000 Sandra J. Alridge

2001 Dr. April R. Lauper, PE

2002 Marie P. Laplante, Fellow

2003 Vivienne Lee McKitrick, PE

2004 Danielle Forget Shield, PE

2005 Irene Chang

2006 Jeannie Gardner

2007 Cynthia Oliver Coleman, PE

2008 Elizabeth Susan Bush-Ivie, PE

2009 Lana Fountain Flakes

2010 Lindsay Laskowski (Forsyth)

2011 Jennifer Bell

2012 Laura Piland, PE

2013 Xuan VandeBerg

2014 Brandy R. Lang, PE

2015 Carla Fair-Wright, PMP

2016 Ann Green-Terrell

2017 Michele Tescuiba

2018 Amy Yip

2019 Julia Clarke

2020 Susan Howes and Carolyn Cooper (by FHPW)

2021 Leteshia A. Lowe

2022 Amy Gelsinger

2023 MK Spiegelhauer

2024 Nelia Mazula

2025 Ashley Zamore