

Application Information

Deadline: April 7th at 11:59 pm (Central Time).

Eligibility Requirements:

- Must be enrolled as a full-time student at the University of North Texas for the entire scholastic year
- Must be an Active Status with UNT SWE for at least one long semester
- Must have 20 SWE points (30 points for President & Vice President). At least 10 points should be from the Spring semester.
- The President and Treasurer must be SWE Society members
- Attend the meeting on April 9th, 2026 in B192 to present your election speech
- Must complete an application and submit via email to untswe@gmail.com by **April 7th at 11:59pm (Central Time)**. Please put "First and Last Name - Officer Election Application" in the subject line.
- Must take part in the speech and Q&A sessions unless there are extenuating circumstances (must be communicated to the current officer team). Speech may be in person or video format but must coincide with appropriate length:
 - 2-2:30 minutes - President and Vice President
 - 1:30-2 minutes - All other positions
- The Q&A portion will be a maximum of 5 minutes and will be completed in person directly following a candidate's speech

Officer Expectations:

- Must complete all sections of the election process
- Uphold the duties of the officer position for the entire school year. Please see Page 2 for the descriptions of these duties.
- Must train newly elected officers the following year for previous positions. Provide all documents and records pertaining to their responsibilities to the newly elected officer.
- Attend all officer meetings and general meetings, unless absence is communicated and approved before meeting.
- Be professional, follow all University and Society rules and policies, and be familiar with and abide by the UNT SWE constitution.
- Make sure the members feel included in meetings and events.

- Embody the spirit of the organization and be a good representative for the UNT SWE.
- Assist in running and participating in committees as needed, by completing all assigned tasks.
- Encourage UNT students to join the org and participate in the events.
- Assisting in event planning with other officers as needed.
- Communicate with the officer team if needing help with any of their duties.

Questions? Email untswe@gmail.com or ask in UNT SWE Discord Server.

Officer Positions and Duties

President

- Run and plan agendas for officer and general meetings
- Call regular and special meetings as needed
- Delegate tasks to appropriate officers
- Communicate needs and updates with the UNT SWE Counselor and UNT SWE Faculty Advisor
- Approve social media posts, UNT SWE events, and the formation of committees
- Appoint Committee Heads and Co-Heads as needed
- Manage current UNT SWE Google Drive, UNT SWE Discord server, UNT SWE Questions, Comments, and Concerns form
- Ensure the function of the officer team and address any concerns brought up by members and/or officers
- Handle requirements and communications with parent SWE organization to maintain good standing
- Attend award ceremonies on behalf of UNT SWE
- Register UNT SWE as a returning student org with Student Activities before Fall semester and complete the Student Org registration Canvas modules before the Fall semester
- Gain and ensure connections with other organizations professionally or at UNT
- If attending, lead the planning of UNT SWE's trip to the Annual WE Conference
- Create and update Officer Task Management Document to ensure smooth task completion and timely communication about responsibilities.
- Facilitate officer goal-setting sessions each semester.

Overlaps with:

- VP
 - Arrange 'Thank You' gifts for the guests we invite to our events.
 - Maintain connections with the College of Engineering and other departments for the section's initiatives.

- Facilitate officer goal-setting sessions each semester.
- Delegate tasks and set deadlines for certain initiatives; follow up in officer meetings
- PR
 - Posting certain posts on social media, e.g. UNT SWE Discord Server

Vice President

- Monitor UNT SWE official email
- Communicate with UNT and College of Engineering faculty and staff for university events and opportunities
- Finds/apply for awards that UNT SWE can represent
- Approve memberships of prospective members on OrgSync
- Plan and coordinate large events such as Banquet
- Assist Treasurer on financial matters as needed
- Represent UNT SWE in the absence of the President
- Collaborate with other officers on important initiatives as needed

Overlaps with:

- Networking
 - Escort guests to the meeting venue
 - Arrange a parking permit for the guest.
 - Arranging facility tours
- PR:
 - Facilitate communications with other organizations for collaborations.

Treasurer

- Oversees the UNT SWE bank account
- Creates budgets to spend on materials and items needed for meetings and events
- Handle transactions related to UNT SWE merchandise
- Plan, organize, find fundraising opportunities for UNT SWE to raise money
- Work together with the Vice President to secure funds for undergraduate and graduate students interested in SWE conferences or other SWE-related events

Secretary

- Track attendance at general meetings, officer meetings, and special events
- Set schedules for general and officer meetings including summer and winter break officer meetings
- Create and share meeting minutes for officer meetings
- Coordinate the points system and update the SWE Points Breakdown document as needed
- Manage archives within UNT SWE Google Drive
- Keep UNT SWE Inventory
- Submit Event Submission forms for UNT SWE general meetings to reserve a room and keep Student Activities updated on general meeting details

Director of Networking

- Arrange for guest speakers to present at general body meetings
- Obtain food sponsorships from guest-speaking companies for general meetings, providing meals for members
- Represent UNT SWE in networking with industry professionals, including at Career Fairs, and maintain ongoing relationships with alumni and professional contacts.
- Plan and set up company facility tours for member engagement and learning, including reaching out to companies, and creating sign up forms.
- Organize and coordinate professional development workshops for members
- Oversee the collection and management of member resumes for career opportunities

Director of Outreach

- Responsible for creating or finding opportunities for UNT SWE to promote the SWE's mission and values within the community and among elementary, middle and high school
- Maintain a roster of contacts from outreach events
- Coordinate volunteers for outreach events
- Lead the planning for UNT SWE's flagship outreach events, like Girl Scouts Grand Prix, Girl Day, etc.
- Develop outreach impact reports to share with members and sponsors.

Overlaps with:

- PR
 - Reach out to professors to present to undergraduate classes to talk about SWE and create a repertoire with students

Head of Public Relations

- Create and promote flyers for general meetings and other events, obtaining approval from the President before posting.
- Promote flyers and important event information on UNT SWE's Instagram, LinkedIn, and other social media platforms.
- Stay updated with social media inboxes and respond as needed.
- Capture and upload event photos and recaps to social media.
- Take initiative to publicize SWE's initiatives through creative posts, including coordinating with other organizations to share our flyers.
- Post reminders about SWE events across social media channels.
- Facilitate communications and collaborations with other organizations.
- Reach out to professors to present SWE to undergraduate classes and build relationships with students.
- Register UNT SWE for tabling events such as Mean Green Fling, Preview Day, and various Student Org Fairs.
- Ensure officers are scheduled to staff tabling events.
- Recruit and train volunteers for tabling and promotional events.

Head of Internal Relations

- Create and run the icebreakers at general meetings
- Plan and coordinate social events that create a welcoming environment and boost member retention and satisfaction.
- Contribute to planning and executing any events as needed
- Share general body meeting's content in the discord server's 'meeting minutes' channel after the meeting, e.g. speaker presentation.
- Develop a calendar of useful events, such as Career Fairs, Dallas SWE events, College of Engineering events and beneficial Student Orgs events and share with members.
- Manage "Member of the Month" program to highlight achievements and contributions.
- Organize leadership retreats or team-building activities for officers.

Overlaps with:

- PR:
 - Collaborate in publicising and promoting events on social media.

Thank you for your interest in a UNT SWE Officer Position! The main goal of SWE officers is to facilitate professional and social activities for UNT SWE members throughout the semester while encouraging SWE members to get to know each other and the industry leaders.

General SWE Officer Duties Include:

- Attending officer meetings
- Attending general meetings
- Assisting in planning/running general meetings
- Serve as a leader for new and existing SWE members

With all officer positions, several other responsibilities will be defined as the year progresses and as seen fit.

Make a copy of this document before filling it out. Please complete the below sections for the position(s) you are applying for and submit your application via email to untswe@gmail.com
You will be notified if you receive a position at the SWE Banquet.

Deadline: April 7th at 11:59 pm (Central Time).

Name:

Email:

Phone Number:

Major:

Classification:

Position(s) Applying For:

General Application Questions

1. How long have you been in UNT SWE, and what's been your favorite memory or event so far?
2. If you notice a "gap" in our planning or a way we could improve our internal systems for officers, how do you handle that? Do you wait for a prompt, or do

you take the lead on a solution?

- 3. Why do you think you'll be a great officer and representative for UNT SWE when talking to our members, the university, and companies?**
- 4. This is a year-long commitment that gets busy. How do you plan to balance your SWE duties with classes, and how will you communicate with the team if you're feeling overwhelmed or running behind?**
- 5. What is the #1 thing you want to achieve or change for UNT SWE by the end of next year?**

Position Specific Questions

Questions For President

- 1. Why do you want to represent UNT SWE, and what's one specific thing you want to change to make our officer team work better together this year?**
- 2. Between running meetings and the "Task Management" sheet, how will you stay on top of everything and make sure every officer knows exactly what they need to do?**
- 3. If an officer stops responding to messages or starts missing deadlines, what is your step-by-step plan to handle that conversation and get things back on track?**
- 4. How do you decide which tasks to keep for yourself and which ones to hand off to others? How do you make sure they get done without you having to micromanage?**
- 5. For huge projects like the Annual WE Conference, how would you lead the planning to make sure the trip is organized and really valuable for the students who attend?**

Questions For the Vice President

- 1. You'll be working closely with the President to lead the group. How do you plan to stay in sync with the President so you can effectively split the workload and keep the organization running smoothly?**
- 2. For big events like the Banquet, you're the one breaking down the goals into tasks. How do you decide who does what, and how do you make sure the team actually follows through?**
- 3. You'll be helping out almost every other officer at some point. What are you naturally great at, and how can those skills help the rest of the team when they're feeling overwhelmed?**
- 4. This job moves fast and involves a lot of different moving parts. How do you keep yourself organized when you're juggling many different responsibilities at once?**

Questions for Secretary

- 1. How do you plan on managing and improving the UNT SWE website to ensure it reflects our section well to the viewers?**
- 2. You handle the room reservations (Event Submission Forms). How will you manage the back-and-forth between the officer team and UNT to make sure our events are approved on time and everyone is updated?**
- 3. You are the keeper of the inventory, points and other records. What specific system or habit will you use to ensure these records are updated regularly and never fall behind?**

Questions For Treasurer

- 1. The Responsibility: Are you comfortable managing SWE's bank account? How exactly do you plan to track every transaction so our records stay 100% clear and organized?**
- 2. Growth & Vision: What is one specific thing you want to do or improve during your time as Treasurer?**
- 3. Advocacy & Funding: You'll be applying for UNT funding and presenting to committees**

to secure our budget. How will you make sure those applications are perfect, and how will you convince them that SWE deserves the money?

- 4. Problem Solving: If you ran into a confusing financial or tax issue you didn't know how to handle, who would you ask for help first and how would you find the right answer?**

Questions For the Director of Networking

- 1. How comfortable are you representing SWE to companies, and what is your plan for reaching out and following up to make sure our guest speakers are all set for our meetings?**
- 2. You'll be the person welcoming our speakers and handling their parking. How will you make sure every professional guest feels valued and has a great experience from start to finish?**
- 3. You'll need to get guest info to the PR head for flyers and work with the VP on guest hospitality. How will you make sure you're communicating with the rest of the officer team so everyone is on the same page?**
- 4. Besides general guest speakers, what is one idea you have for a professional development event (like a workshop or facility tour) that would help our members get ready for internships?**
- 5. How do you plan to keep our alumni and professional contacts involved with the chapter long-term so they remain a resource for our members?**

Questions For the Director of Outreach

- 1. How do you plan to actively recruit new members on campus to grow our chapter and get people excited about SWE?**
- 2. For major events like the Girl Scouts Grand Prix or collaborations with Dallas SWE, how will you manage the professional communication between the different organizations to ensure everything is confirmed and organized?**

3. **How will you prepare our officers and members to be ready for the outreach events we host at Discovery Park? What's your plan to make sure every volunteer knows their role and the event runs smoothly?**
4. **What is one new idea you have for an outreach event, or one specific change you want to make to how we handle outreach right now?**

Questions For the Head of Public Relations

1. **How will you use social media and flyers to make UNT SWE look like a top-tier professional organization to both students and potential company sponsors?**
2. **What is your plan for professional classroom presentations? How will you convince students that joining SWE is the best move for their career?**
3. **You'll need info from the other officers and approval from the President before posting. How will you manage your workflow to make sure flyers are ready and approved well before the event date?**
4. **How will you make sure we're getting high-quality photos and recaps of every event uploaded quickly so our followers and sponsors stay updated on what we're doing?**

Questions For the Head of Internal Relations

1. **How will you use icebreakers and socials to help members build friendships and professional connections that keep them coming back to every meeting?**
2. **How will you ensure that everyone—from freshmen to graduate students—feels like they genuinely belong and are getting value out of our social events?**
3. **You'll be sharing a lot of information on Discord (like meeting minutes and external Dallas SWE events). How will you keep this organized so it's easy for members to find and use?**

4. How would you run the "Member of the Month" program to make sure people feel recognized and appreciated for their hard work and achievements?