

Society of Women Engineers

- Houston Area Section

Section C002



Society of Women Engineers

Aspire / Advance / Achieve

SWE-HA Section Leadership Handbook

Executive Council, Board of Trustees, Chairs and Committees

6th Ed. 2019

PURPOSE OF THE LEADERSHIP HANDBOOK

The purpose of this handbook is to provide operation guidelines, best practices and references for SWE-HA leaders throughout the fiscal year. This handbook is intended to be a living document that shall be referenced throughout the year as a supplement to the SWE-HA bylaws, which is the governing document of the section. This document shall be annually reviewed and edited prior to the next fiscal year.

PAST PRESIDENTS

1979 - 1980 Donna (Reed) Kottwitz	2002 - 2003 Irene Chang
1980 - 1981 Denise Wolfs	2003 - 2004 Lana R. Fountain
1981 - 1982 M. Jane Casey, PE	2004 - 2005 Jennifer Bell
1982 - 1983 Sarabeth W. Smith	2005 - 2006 Monica Saenz
1983 - 1984 Cindy K. Potter	2006 - 2007 Laura Piland, PE
1984 - 1985 Frances R. Wainwright	2007 - 2008 Lindsay (Laskowski) Forsyth
1985 - 1986 Sherry Ramsey, PE	2008 - 2009 Amy Yip
1986 - 1987 Barbara N. Brown	2009 - 2010 Carla Fair-Wright, PMP
1987 - 1988 Vivienne McKitrick, PE	2010 - 2011 Xuan VandeBerg
1988 - 1989 Lisa I. Gilchrist	2011 - 2012 Brandy R. Lang, PE
1989 - 1990 Cynthia L. Gluth, PE	2012 - 2013 Jill Almaguer, PE, PMP
1990 - 1991 Debra Norris	2013 - 2014 Islin Munisteri, EIT
1991 - 1992 Karen R. McLain	2014 - 2015 Julia P. Clarke, PE
1992 - 1993 Jann K. Elkins, PE	2015-2016 Katherine Culbert
1993 - 1994 Kimberly M. Weathersby	2016-2017 Nelia Mazula
1994 - 1995 Dr. April R. Lauper, PE, Fellow	2017-2018 Carolyn Cooper
1995 - 1996 Marie P. Laplante, Fellow	2018-2019 Carolyn Cooper
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	

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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. The historical 10 geographical regions have been dissolved.

Mission (Adopted in 1986)

Stimulate women to achieve full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving the quality of life, and demonstrate the value of diversity.

Objectives (Adopted in 1950)

- Inform young women, their parents, counselors, and the general public of the qualifications and achievements of women engineers and the opportunities open to them.
- Assist women in readying themselves for a return to active work after temporary retirement.
- Serve as a center of information on women in engineering.
- Encourage women engineers to attain high levels of education and professional achievement.

Goals

Goal #1: Professional Excellence

SWE will develop women engineers at all stages of their personal and professional lives.

- Objectives:
 - a. Develop an education-, experience-, and exposure-based portfolio for all career and life stages and paths.
 - b. Develop new markets and strengthen existing markets for the education, experience, and exposure portfolio.

Goal #2: Globalization

SWE will be recognized as a global, inclusive organization, promoting diversity and inclusion and serving women engineers wherever they are.

- Objectives:
 - a. Partner with global employers to promote the SWE brand.

- b. Partner with other organizations to promote achievement of common goals through the SWE brand.
- c. Develop a flexible SWE governance structure that supports globalization and inclusion.

Goal #3: Advocacy

SWE will advocate for the inclusion and success of women, present and prospective, in engineering and technology.

- Objectives:
 - a. Lead advocacy efforts with government and through the media.
 - b. Provide resources for individuals to advocate for the Society's Mission and for themselves.
 - c. Create opportunities for and improve access to careers in engineering and technology by impacting those who influence career choices for women and girls
 - d. Advocate with employers and academic institutions for the recruitment, retention and advancement of women on women's own terms.

Values

Integrity

We aspire to the highest level of ethical behavior as evidenced by honesty and dignity in our personal and professional relationships and responsibilities.

Inclusive Environment

We embrace diversity in its broadest interpretation and commit to creating an inclusive environment for all our members and stakeholders. We value the contributions of a diverse membership, which enables SWE to achieve its full potential.

Mutual Support

We provide an organization that fosters mentoring, and the development of professional and personal networks.

Professional Excellence

We conduct our activities in a professional manner, demonstrating and demanding the highest standards of business practices.

Trust

We share a common definition of success with open, transparent access to common information, building mutual respect and confidence in the competence of those with whom we lead, serve and partner with.

Diversity Principles

At SWE, we acknowledge and respect the value of a diverse community. We recognize that the scope of diversity includes race/ethnicity, family status, age, physical abilities, sexual orientation, socio-economic status and occupational focus. Our society will maintain an environment that is supportive of these elements, and we will promote inclusion within our organization and the engineering community.

Logo Policy and Guidelines

SWE has a strong and well recognized logo and everyone is encouraged to use it. Please follow the logo guidelines and polices available on the SWE National website.

About the 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 pursue this impactful social commitment.

SWE-HA SECTION LEADERSHIP COMMITMENT

As an Executive Council (EC) Officer and voting member, I, _____ (First and Last Name) am committed and dedicated to the support and promote the section's mission . 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 consistently serve under the discretion of the EC to 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 section bylaws 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 or a committee member to attend in my absence.
5. I am responsible for reviewing, approving and monitoring the section budget to actively support 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.

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 consist of the following positions;

- President
- Vice President – External
- Vice President – Internal
- Vice President – Career Guidance (Outreach)
- Secretary
- Treasurer
- Section Representatives

Key Responsibilities:

- Attend EC meetings (mandatory) in person or by phone. 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
- Attend the Annual Business Meeting
- Coordinate and develop programs to increase SWE visibility in the Greater Houston community.
- Maintain a SWE resume.
- Identifying and encouraging future section leaders.

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 incorporate into the meeting agendas.

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.

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. 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

Incoming Responsibilities:

- Coordinate officer transition with the outgoing counterpart
- Update the President contact information for the section's financial institution account
- Update the President contact information with the United States Postal Service for the section's Post Office Box
- Submit Leadership Roster to Region C Governor and Secretary
- Update contact information on Federation of Houston Professional Women (FHPW) website

Key Responsibilities:

- Represent the local section before the public
- Preside and facilitate meetings of the local section
- Share lessons learned and best practices at the EC Meetings
- Appoint all standing committee chairs with approval from the EC
- Coordinate team building activities and section leadership sessions
- Sign checks as required for EC approved expenses

Attend affiliated community, educational and professional society events

- Mandatory attendance to the following functions:
 - Annual Planning Meeting
 - FHPW July Quarterly Meeting
 - Past Presidents' Tea
 - FHPW Women of Excellence Gala
 - Young Engineer of the Year Banquet
 - Annual Business Meeting
 - Student Award Ceremony

Outgoing Responsibilities:

- Update the SWE-HA Presidents' Plaque
- Coordinate the Past Presidents' Tea
- Coordinate and facilitate officer transition
- Submit Leadership Roster (Annual Report) to the SWE HQ by June 30th

The President oversees the activities of the following committees:

- Nominating Committee
- Finance Committee
- Women Archive and Research Center Committee

VICE PRESIDENT - EXTERNAL

The Vice President - External (VP - E) is responsible for supporting collegiate sections, cultivating corporate relationships and provides support to assist with presidential responsibilities as needed. The VP - E is the secondary contact in establishing and maintaining business partnerships and community relationships with external parties.

Incoming Responsibilities:

- Coordinate officer transition with the outgoing counterpart

Key Responsibilities:

- Liaison with and support the local collegiate SWE sections
- Build a rapport with corporations and coordinate Lunch-and- Learn Meetings
- Seek financial sponsorships, in-kind donations and other fundraising opportunities
- Participate as a member on the Finance Committee
- Develop alliances with other STEM focused and women's organizations
- Assist in creating new collegiate sections
- Promote joint collegiate and professional section programs
- Review sponsor Thank You letters prepared by Treasurer and/or Corporate Relation Chair
- Promote SWE-HA by assisting in marketing functions
- Monitor and maintain sponsor benefits in conjunction with Treasurer
- Coordinate special external activities such as:
 - o Lunch-and-Learn Meetings
 - o Collegiate/Professional Mixer
 - o Fundraising Events
 - o Annual Appreciation Reception
- Share lessons learned at the EC Meetings
- Maintain suggested edits for the Section Sponsorship Handbook

Outgoing Responsibilities:

- Coordinate officer transition with the incoming counterpart

The VP-E oversees the activities of the following chairs:

- Collegiate Liaison Chair(s)
- Industrial Support Chair(s)
- Appreciation Reception Chair
- Engineers Week (E-Week) Chair
- ASME Golf Tournament Team Captain (Is this an annual signature event)
- FHPW Delegates

VICE PRESIDENT - INTERNAL

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

Incoming Responsibilities:

- Coordinate officer transition with the outgoing counterpart

Key Responsibilities:

- Coordinate special activities for membership
 - o Annual Membership Extravaganza
 - o Holiday Networking Event
 - o New Member Mixer
 - o Networking Luncheons
 - o Professional Development Meetings
 - o Student Awards Banquet (in conjunction with VP-CG)

Outgoing Responsibilities:

- Coordinate officer transition with the incoming counterpart

The VP - I oversees the activities of the following chairs:

- Awards Chair(s)
- Membership Chair(s)
- Networking Luncheon Chair(s)
- Professional Development Chair(s)
- Career Services Chair(s)

VICE PRESIDENT – CAREER GUIDANCE (OUTREACH)

The Vice President – Career Guidance (Outreach) (VP - CG) 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 , SWE-HA Academic Scholarships and Awards Program.

Incoming Responsibilities:

- Coordinate officer transition with the outgoing counterpart

Key Responsibilities:

- Coordinate and/or participate in STEM-related activities:
 - o Classroom presentations/workshops
 - o College/career fairs
 - o Examples of past events include
 - Girls Exploring Math and Science
 - **Introduce a Girl to Engineering (IAGTE)**
 - Wow! That's Engineering? (Schlumberger)
 - **Science and Engineering Fair of Houston**
 - **FIRST Robotics Competition**
 - Expanding Your Horizons
 - GEMS – Houston Museum of Natural Science
 - **Girl Scout Badge Day**
 - Sally Ride Science Festival
 - Children's Museum of Houston
 - Explore Engineering Fair
- Distribute the Student Scholarship and Awards Application
- Coordinate the Student Scholarship and Awards Banquet (with VP-I)
- Share lessons learned at the EC Meetings

Outgoing Responsibilities:

- Coordinate officer transition with the incoming counterpart

The VP-CG oversees the activities of the following chairs:

- Volunteer Coordinator(s)
- Scholarships Chair(s)
- Certificate of Merit Chair
- Science Fair Chair
- Banquet Chair

SECRETARY

The Secretary is responsible for documenting the section's meetings, public communications and activities. The Secretary maintains the meeting agenda and records meeting minutes for all EC meetings to include action items with deadlines and responsibilities assigned.

Incoming Responsibilities:

- Coordinate officer transition with the outgoing counterpart
- Obtain "Data Officer" registration and update permission database access to include the following:
 - President
 - Secretary
 - VP - I
 - SR
 - Collect all incoming officer's contact information

Key Responsibilities:

- Ensure all documentation is electronically archived and current revisions
- Verify SWE-HA Documentation Naming Convention is followed on all documents
- Ensuring website is current and overseeing communication to members
- Maintain electronic and current versions of the following documents:
 - SWE-HA By-Laws
 - SWE-HA Section Leadership Handbook
 - SWE-HA Section Sponsorship Handbook
 - SWE-HA Scholarship and Award Application
 - SWE-HA BOT Basis of Operations
 - SWE-HA Thank You Donation Letter
 - SWE-HA Release and Review Form (Officers)
 - SWE-HA NPO Form (used for making purchases as a 501 c 3)
 - SWE-HA Letterhead
 - SWE-HA PowerPoint Presentation Template
 - SWE-HA Meeting Agenda Template

- o SWE-HA Meeting Minute Template
- o SWE-HA Newsletters

Outgoing Responsibilities:

- Coordinate officer transition with the incoming counterpart

The Secretary oversees the activities of the following chairs:

- Newsletter Editor
- Social Media Chair(s)
- Webmaster

TREASURER

The Treasurer is responsible for managing the local section funds and maintaining the budget. The Treasurer also resides on the BOT as a non-voting member.

Incoming Responsibilities:

- Coordinate officer transition with the outgoing counterpart
- Update the Treasurer contact information for the section's financial institution account
- Transfer the P.O. Box key for the SWE-HA mail
- Transition access information to the PayPal account
- Order name tag badges and business cards

Key Responsibilities:

- Ensure and maintain all financial documentation and receipts is electronically archived
- Receive, keep and distribute funds to approved allocated budgets
- Prepare a monthly credit and debit report reconciled with the approved budget
- Creates a brief financial summary for each event
- Participate in fundraising and industry solicitation with the VP – E and Industrial Support Chair(s)
- Participate as a member on the Finance Committee
- Sign sponsor Thank You letters
- Compile a written Thank You letter of receipt with tax deductible information for monetary donations
- Provide PayPal link to the Secretary for promoting paid events
- Attend paid events for collecting funds at the registration table
- Complete the IRS Form 990 tax return documents covering the previous fiscal year with the BOT
- Distribute approved reimbursement
- Maintain documents and cooperate with the Internal Audit Committee
- Perform a mid-year and final-year review of income and expenditures
- Maintain electronic and current versions of the following documents:
 - o SWE-HA Section Sponsorship Handbook

- o Reimbursement Form
- o List of sponsors/donors with their contributions and contact information
- Bi-Annual and Annual Expenses:
 - o P.O. Box Rental Fee
 - o Storage Unit Fee
 - o Constant Contact (E-blasts)
 - o FHPW dues
 - o Name tag badges
 - o Business Cards
- Share lessons learned at the EC Meetings and

Outgoing Responsibilities:

- Coordinate officer transition with the incoming counterpart
- Prepare a projected annual budget for the incoming Treasurer
- Complete the Section Financial Report for SWE by the July 30th deadline and submits to SWE HQ

The Treasurer oversees the activities of the following chairs:

- Corporate Relations Chair

SECTION REPRESENTATIVES

The Section Representatives (SR) are responsible for communications between the local section and Region C.

Incoming Responsibilities:

- Coordinate officer transition with the outgoing counterpart
- Inform the public of upcoming SWE Leadership Training
- Review the SWE-HA Section Leadership and Sponsorship Handbooks and guide incoming officer transition

Key Responsibilities:

- Mentor the EC
- Review and understand SWE Bylaws and codes and provide guidance and assistance to EC
- Attend region meetings at the National and Region Conferences
- 1st line of communication as the contact representative between local and national
- Collect consensus and submit to Senators for SWE-HA on all matters before Senate
- Assist President with information requests from region and national committees
- Provide interpretation and monitor adherence of society Bylaws, SWE-HA Section Leadership Handbook and SWE-HA Section Sponsorship Handbook
- Complete and submit Section Reports of the local section's objectives, progress and accomplishments to the Region C Governor
- Share lessons learned at the EC Meetings

Outgoing Responsibilities:

- Coordinate officer transition with the incoming counterpart
- Assist in compiling best practices and lessons learned for the WARC Committee to incorporate into an updated version SWE-HA Section Leadership and Sponsorship Handbooks

BOARD OF TRUSTEES

The Board of Trustees (BOT) consists of 4 senior SWE-HA members that each serve a 3 year term.

Incoming Responsibilities:

- Coordinate officer transition with the outgoing counterpart

Key Responsibilities:

- Prepare an Annual BOT Treasurer Report for submission to the Houston Area Section President
- Attend the Annual Business Meeting
- Update the SWE-HA “BOT Basis of Operations”
- Maintain the SWE-HA BOT Bylaws
- Attend a minimum of one (1) EC meeting
- Complete the IRS Form 990 tax return documents covering the previous fiscal year with the SWE-HA Treasurer
- Submits a BOT candidate annually for elections

Outgoing Responsibilities:

- Coordinate officer transition with the incoming counterpart

CHAIR AND COMMITTEE ROLES & RESPONSIBILITIES

President Committees

Nominating Committee

The Nominating Committee (NC) shall consist of volunteers that are not running for the upcoming term.

The President organizes and presides over the Annual Business Meeting held in April to present the sections accomplishments and describe the officer's duties before elections begin. At the end, candidates may present a brief introduction to the audience explaining why they are running for office.

February Time Line

In February, the EC shall solicit volunteers to serve on the Nomination Committee members who shall assist in identifying eligible and valid candidates for the next fiscal year officers. The NC will then proceed by appointing a Nominating Committee Chair (NCC) to lead the nomination process.

The Nominating Committee Chair (NCC) reports to the President and is responsible for leading the NC to identify candidates and distribute ballots for the next fiscal year's officers according to the SWE-HA bylaws.

March Time Line

In March, the NC shall distribute an email to all SWE-HA members to solicit valid section members for candidate nominations prior Annual Business Meeting. The NC shall verify the current membership count to determine the number of SR positions to fill. Confirm with the BOT for the number of BOT positions to fill (minimum 1 per year).

April Time Line

In April, the NC distributes the slate of officers by email/web-posting to the section members prior to the Annual Business Meeting. A member from the NC is required to attend the Annual Business Meeting. Additional nominations may be accepted from the floor during this meeting.

May Time Line

In May, the NC verifies and confirms eligible members prior to finalizing the ballot. NC will coordinate with the Secretary;

Ballots should be distributed by May 1st and allow 21 business days for voting.

Create a survey (via SurveyMonkey) to collect votes

Send the hyperlink to the section membership by email.

Review the membership list shall be reviewed for members that have a communication preference for opt-out of email and/or opt-in for snail mail. Paper ballots shall be mailed out to this small group.

June Time Line

Results should be presented to the President by June 1st.

Finance Committee

The Finance Committee (FC) is composed of the President, Vice President – External, Treasurer, Industrial Support Chair(s), and Corporate Relations Chair. The President leads the Finance Committee and sets the committees objectives. The Finance Committee meets in the Fall (September 2015) and Spring (March 2015) to discuss and implement strategies for maintaining and improving financial income to support the section’s programs. See Figure 1 below:

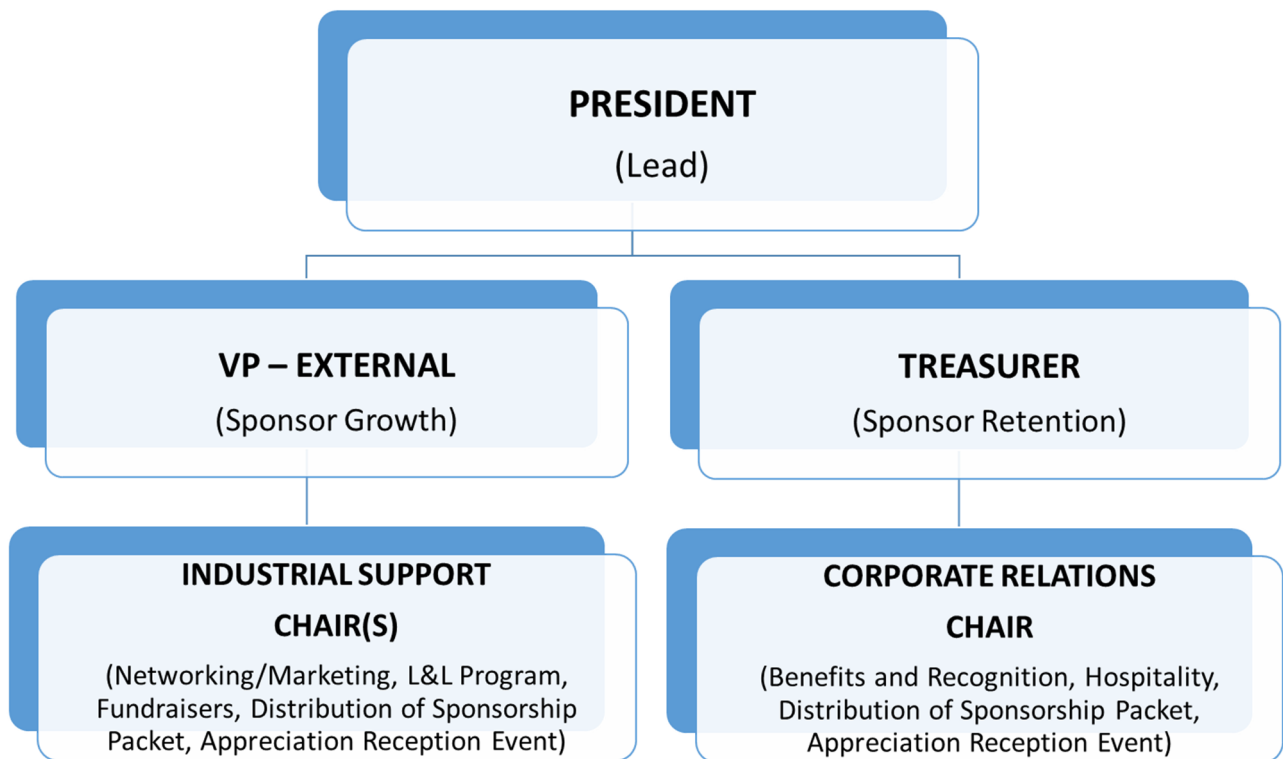


Figure 1: Finance Committee Structure Flowchart

It is the responsible of the EC Officers (President, VP-External, and Treasurer) to ensure that a **minimum of \$30,000** start-up funds are available at the beginning of the incoming fiscal year prior to approval of the Annual Section Budget. It is recommended that no more than 50 percent of the start-up funds be allocated to scholarships/camperships.

Women Archive and Research Collection Committee

The **SWE-HA Women Archive and Research Collection (WARC) Committee are the gatekeepers of 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.***

<http://info.lib.uh.edu/about/campus-libraries-collections/special-collections/womens-archives>

Vice President - External Chairs

Industrial Support Chair(s)

The Industrial Support Chair(s) reports to the VP - E and is responsible for fundraising and securing sponsorships and donations for SWE-HA. The Industrial Support Chair(s) should attend external society events with the VP - E to promote the SWE-HA Section and assist with Lunch-and-Learn Meetings at host companies. The Industrial Support Chair(s) also participates on the Finance Committee.

Appreciation Event Chair(s)

The Appreciation Event Chair(s) reports to the VP - E and is responsible for organizing the Annual Appreciation Event. Appreciation Event is hosted by SWE-HA near the end of each fiscal year to thank volunteers and sponsors who supported the Section's activities. The event is to celebrate the great work accomplished in the fiscal year, issue section awards, and introduce the outgoing and incoming EC. The Chair(s) should send invitation announcements to volunteers and sponsors prior to the event.

Collegiate Liaison Chair(s)

The Collegiate Liaison Chair reports to the VP - E and is responsible for building relationships with collegiate sections and supporting the creating 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. The following are a list of University and Colleges under the C002-Houston Area Section:

- University of Houston
- Prairie View A&M University
- Rice University
- University of Houston Downtown
- Texas A&M University-College Station
- E-Week Chair(s)

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.

ASME Golf Tournament Team Captain Is this a signature event?

The ASME Golf Tournament Team Captain reports to the VP-E and is responsible for continuing SWE-HA's support of the ASME PD OTC Golf Tournament. The Captain will form a team composed of SWE-HA members for the tournament.

FHPW Delegates

Vice President - Internal Chairs

Awards Chair(s)

The Awards Chair(s) reports to the VP - I and is responsible for stewarding the award nominations for SWE National, Region C, and local award opportunities to bring recognition to the section and individuals for all their hard work and great contributions to the society, community, and the engineering industry.

Individual Awards

Objectives: Identify SWE-HA eligible candidates for SWE National, Region C and local award opportunities and individual professional development grants.

Key Responsibilities:

- Maintain a list of upcoming awards qualifications and deadlines
- Announce an internal deadline of upcoming award and grant criteria amongst the SWE-HA members
- Collect and verify that potential candidates are qualified and comply with award and grant criteria
- Ensure the award and grant packages are complete and conform to the guidelines for each nominee
- Submit the award and grant package on behalf of the nominee
- Keep records of nominees, nomination packages and winner/recipient information
- Assisting award recipients with press releases

Woman of Excellence Award

Criteria Guideline:

The FHPW (Federation of Houston Professional Women) WOE (Women of Excellence) is an annual award to recognize women in the Greater Houston business association who is honored for her commitment to her organization, community or profession. SWE-HA Women of Excellence candidate is nominated based on their active participation and contribution to the SWE community, business accomplishments and noteworthy achievements and awards.

FHPW Website: <http://www.fhpw.org>

SWE-HA Selection Process and Timeline:

April: The SWE-HA EC is allowed to select one winner to represent the section through voting.

May: The Awards Chair assists the President and recipient to draft a statement and a brief biography to submit to the FHPW WOE Awards Committee. Contact the honoree's employer for support.

June: Public announcement of winner to the SWE-HA section. Confirm that the professional photo shoot is scheduled for the WOE recipient. President and/or Treasurer shall submit RSVP form with payment for the honoree, guest and SWE-HA table.

July: Ensures the WOE recipient, President and FHPW SWE-HA delegates attends the FHPW quarterly meeting.

August: Remind the WOE candidate to attend the Rehearsal Tea.

Young Engineer of the Year Award

Criteria Guideline:

Houston Engineers Week (E-Week) is coordinated by the local and regional chapters of the Texas Society of Professional Engineers and the National Society of Professional Engineers. In celebration of National Engineers Week, this annual event schedules a week of activities including honoring recipients for Student Awards, Young Engineer of the Year (YEOY) Recognition Dinner and Houston Area Engineer of the Year Banquet. SWE-HA YEOY nominees are candidates who are under the age of 35 years old, possess an EIT or PE, proactive and dedicated in the SWE community and successful in their field of work.

E-Week Website: <http://houstonengineersweek.org>

SWE-HA Selection Process and Timeline:

November: The Awards Chair needs to collect information on potential candidates and collect biographies. The SWE-HA EC is allowed to select one winner to represent the section through voting.

December: The Awards Chair will submit the nominee and biography to the E-Week committee

Professional Development Grant

Criteria Guideline:

The professional development grant program is for awarding deserving member an opportunity to attend technical conferences/workshops throughout the fiscal year. Candidates should complete the professional development grant application and return complete applications and other supporting documents to the Awards Chair via electronic PDF by e-mail. The winners are selected throughout the year by majority vote of the EC. Funding can be allocated for grants from professional development sponsor funds.

Section Awards

Objectives: Obtain information from EC to prepare and create the award packages for the SWE-HA section to qualify for national and regional awards.

Key Responsibilities:

- Maintain a list of upcoming awards qualifications and deadlines
- Collaborate with EC to collect and verify information to comply with award criteria
- Ensure the award packages are complete and conform to the guidelines
- Submits the award package on behalf of the SWE-HA section
-

SWE National Awards

Criteria Guideline:

SWE strives to advance and honor the contributions of women at all stages of their careers as well as recognize the successes of SWE members and individuals who enhance the engineering profession through contributions to industry, education and the community. SWE National offers a wide variety of awards for collegiate, professional and MALs (Members At Large) to acknowledge outstanding contributions in the areas of Communications, Membership, Multicultural Activities, Outreach Programs and Professional Development. Information is available on the SWE National website:

<http://societyofwomenengineers.swe.org/index.php/awards>

SWE-HA Selection Process and Timeline:

Nominations for section and individual awards offered by SWE National are typically due in March and the winners will be announced at the following SWE National conference at the Friday Awards Banquet or Saturday Celebrate SWE event.

Membership Chair(s)

The Membership Chair(s) reports to the VP - I and is responsible for tracking membership, encouraging new and/or returning members to join SWE, and organizing membership programs.

Key Responsibilities:

- Create the Annual Membership Survey by August to collect data on reasons for membership and how to encourage new/existing SWE-HA members.
- Review membership list and analyze membership demographics (age, discipline, location, industry).
- Encourage members to renew their membership for the upcoming fiscal year.
- Contact or send renewal reminders to those whose membership has expired on June 30.
- Reach out to members and non-members by phone/e-mail to encourage participation. Membership roster is available from SR.
-
- Contact members that dropped their membership and inquire what they need to stay engaged.
- Attend professional development meetings and membership programs with the VP - I to announce upcoming events, recognize our corporate sponsors and supporters, and mention how individuals can join/renew SWE membership.
- Organize the Annual New Member Mixer in January for our new members that join SWE-HA within the previous calendar year. The event is an information session for new members to learn more about SWE-HA. New members will also have the opportunity to network with existing members to promote mentoring relationships.

Networking Luncheon Chair(s)

The Networking Luncheon Chair(s) reports to the VP - I and is responsible coordinating the section's networking luncheons. The Networking Luncheon Chair(s) should arrive at least 30 minutes before the luncheons to assist the VP - I.

Professional Development Chair(s)

The Professional Development Chair(s) reports to the VP - I and is responsible for coordinating speakers early in the fiscal year. At the professional development meetings, the Chair(s) assist with general duties (e.g. registration table, setting up venue with SWE items, taking photos, bringing A/V equipment, creating program agenda, etc.). The Professional Development Chair(s) should arrive at least 30 minutes before the meetings to assist the VP - I. If warranted, the Professional Development Chair(s) also coordinates the Professional Development Conference (full-day conference on a Saturday).

Career Services Chair(s)

The Career Services Chair(s) reports to the VP – I and is responsible for searching job opportunities and communicating job openings to the SWE-HA members. The Career Services Chair(s) should communicate with Social Media Chair(s), Newsletter Editor, and the Webmaster for posting job opportunities offered by SWE-HA sponsors.

Vice President - Career Guidance (Outreach) Chairs

Volunteer Coordinator(s)

The Volunteer Coordinator(s) reports to the VP – CG and assists with coordinating volunteers for STEM-related activities including those planned by SWE- HA and those hosted by other organizations. The Volunteer Coordinator(s) is responsible for the following:

- Maintain database of volunteers contact information.
- Collect responses to calls for volunteers that appear in e-mail blasts, newsletters, at other SWE-HA meetings/events.
- Set up volunteer time schedule to assure coverage for whole event.
- Provide directions and parking information to volunteers for the event.
- Contact and invite volunteers for events; confirm their attendance.
- The VP-CG will provide Volunteer T-shirts for volunteers at events.
- Direct feedback of the event, from volunteers if any, to the VP – CG.
- The Volunteer Coordinator does not necessarily attend each event.
-

During events, an officer from SWE-HA (VP – CG or other) should facilitate the Volunteer List Form among attendees to sign up for volunteer opportunities based on the specific event calendar. The Volunteer List Form should be returned to the Volunteer Coordinator in order to increase/update the current volunteer database.

Examples of career guidance programs are listed below:

CLASSROOM PRESENTATIONS & WORKSHOPS, COLLEGE & CAREER FAIR AND MENTORSHIP

SWE-HA enthusiastically participates as invited by the Greater Houston Area Independent School Districts and Communities to provide classroom presentations and workshops, host booth displays at college & career information fairs and mentor students to help promote STEM initiatives through interfacing directly with the students and teachers.

DESIGN SQUAD - CHILDREN'S MUSEUM OF HOUSTON:

In celebration of National Engineering Week, the Children's Museum of Houston hosts this annual week of fun of inventing, designing, building and creating! This program for all ages features multiple on-going hands on activities and special events that include Engineering and Inventor's Workshops, Science Station and EcoStation that promotes learning through

discovery.

Children's Museum of Houston Website: <http://www.cmhouston.org>

ECOBOTS - ROBOTICS COMPETITION:

The EcoBot Challenge is an opportunity for students in grades 5-8 to develop critical problem-solving skills in real-world situations that will help prepare them for 21st century jobs. Teams must integrate math, physics and computer skills from the classroom to design and build robots that perform real-world environmental tasks. The Challenge not only reinforces skills learned in school, it shows them how improving those skills could help them lead productive lives.

EcoBot Challenge Website: <http://www.ecobotchallenge.com>

EXPANDING YOUR HORIZONS™:

Expanding Your Horizons™ conferences were created for middle school girls after finding that the lack of early math education was "the critical filter" keeping young women from pursuing careers in science and mathematics fields. The purpose of the conference is to show girls the benefits of education and its relevance to their lives and to encourage them to consider careers in science and math-based fields. At the conference, girls explore career options by attending hands-on workshops led by women who work in these fields. The girls are encouraged to keep their career options open by taking math and science classes in high school.

Expand Your Horizons Website: <http://www.expandingyourhorizons.org/>

GEMS – HOUSTON MUSEUM OF NATURAL SCIENCE:

The GEMS (Girls Exploring Math and Science) event is organized by the Houston Museum of Natural Science and the Girl Scouts of San Jacinto Council. Girls of all ages are invited to attend the event and learn more about STEM by visiting booths hosted by Girl Scouts, community sponsors, and other non-profit and professional organizations. Community booths immerse girls in the exciting worlds of math, science, engineering and technology and the careers that relate to them. Booths may involve something interactive, demonstrations or a presentation of information about a career or an activity a young person can do to learn more about a STEM related subject. Hosting a community booth at GEMS allows organizations to share their field or expertise in math and science with the families and groups who attend GEMS and open their eyes to the many opportunities in STEM related fields for young women today.

Houston Museum of Natural Science Website: <http://www.hmns.org>

GIRL SCOUTS BADGE DAY – RICE UNIVERSITY

Rice University and the SWE-HA Section encourages Junior Girl Scouts and their leaders to spend a day on the Rice University campus doing activities to fulfill almost all the GSUSA Junior Girl Scout Badge Making It Matter and GSSJCs Council's Own Junior Girl Scout Badge Petrospectives (GSSJC form F-171) requirements. Girls will interact with Rice University engineering students and professional engineers from the Houston Society of Women Engineers, who developed the Petrospectives badge for the Council. Typical activities include: making several kinds of polymer, building their own bridges, paper airplanes and electric circuits, remediating oil spills, and exploring chemical properties

Girl Scouts of San Jacinto Website: <http://www.gssjc.org>

SALLY RIDE FESTIVAL – RICE UNIVERSITY

Sally Ride Science Festivals bring together hundreds of 5th-8th grade girls for a festive day of science and socializing. Parents and teachers are welcome too! Sally Ride Science™ is an innovative science education company dedicated to supporting girls' and boys' interests in science, math and technology. We believe that when children are encouraged to pursue their interests they are inspired to think about their futures, and are better prepared to pursue a wide range of exciting opportunities in high school, college and beyond.

Sally Ride Festivals Website: <https://sallyridescience.com/programs/student-programs/science-festivals>

WOW! THAT'S ENGINEERING! – SCHLUMBERGER

Schlumberger sponsors the Wow! That's Engineering!" provides "hands on" interactive workshops to expose girls to different disciplines of engineering. The students will have the opportunity to meet women engineers and technologists and hear first-hand about these exciting career paths. Through interactive demonstrations and panel discussions, girls will be able to experience the creativity and innovation that occurs in the field of engineering and technology.

Schlumberger Community Outreach Website:
www.slb.com/about/global_citizenship/education.aspx

SEFH - UNIVERSITY OF HOUSTON

The Science and Engineering Fair of Houston (SEFH) provide a unique and beneficial science educational service to public and private junior and senior high school students. Through the development and presentation of science/engineering projects, students enhance their abilities to: (1) Make observations; (2) Ask questions regarding particular phenomena or situations; (3) Formulate ideas and procedures for the solution of a problem; (4) Use complex and/or analytical reasoning skills to find an answer or a solution to a problem, and (5) Effectively present their works to society. SEFH strongly believes that it is just as important for students to learn how to use mathematics and science as it is to learn the subject material in the classroom. The educational activities sponsored by SEFH complement the rapidly growing need for students to be able to understand and utilize new technology.

Science and Engineering Fair of Houston Website: <http://www.sefhouston.org>

EXPLORE ENGINEERING FAIR

Explore Engineering Fair is a half-day or one-day STEM fair. This fair is typically a joint STEM workshop between SWE-HA and Women's Transportation Seminar – Houston Chapter (WTS-Houston Chapter). This STEM fair provides hands on creative activities to expose girls to science, technology, engineering and mathematics. There is a central theme each fiscal year for STEM activities. This fair is family-friendly and the students will have the opportunity to interact with Greater Houston Area women engineers and technologists.

Scholarship Chair(s)

The Scholarship Chair(s) reports to the VP - CG is responsible for coordinating the scholarship efforts to advertise scholarship opportunities at Greater Houston Area schools then to collect and review applications with SWE-HA volunteers as needed. Scholarship applications are posted on SWE-HA's website and information is mailed to area schools. The Scholarship Chair(s) should sent acceptance letters to winners to include but not limited to: the scholarship description, required documents and deadline to submit to SWE-HA. The Scholarship Chair(s) should attend at the Student Scholarship and Awards Banquet to recognize the recipients. The number of scholarships awarded by the SWE-HA Section is determined by the section's fiscal year budget and funding allocation as requested by sponsors.

All scholarships are based on the following guidelines:

- Academic performance (Class Standing, GPA, and Pre-engineering curriculum)

- Candidate Essay (Creativity, Goals, Style, and Vision)
- Extra-Curricular Activities (Skill Development, Work Experience, Community Service, and Versatility)

The SWE-HA Award Community select the winners using a strict criteria for written essays or an Applicant's Statement on the basis of the content organization, grammar, punctuation and presentation, sentence structure, spelling, style and originality using an APA or MLA writing format.

All applications should include:

- Applicant's Statement - a written testimonial of why the applicant would like to be an engineer, what influenced her to study engineering or science and/or how she will make a difference as an engineer.
- Optional Statement - a voluntary statement that may include any special achievements not already covered, unusual family or financial circumstances, or any information in consideration of the overall application process.
- Letter of Reference from a high school instructor, mentor, counselor or employer who is not a relative and has known the student during their academic studies. This will include statements in reference to the student's scholastic ability, ambition and attitude, general character and motivation and/or leadership characteristics.
- Resume of activities during high school studies including academic honor, dual college credit or International Baccalaureate courses, achievements and awards, employment history, volunteering and extracurricular activities.
- Transcript - an official copy of applicant's high school transcript(s) showing grades for the entire enrollment in all high schools attended.

Freshman/Sophomore Scholarship

The SWE-HA Freshman/Sophomore Scholarship encourages female students pursuing an academic engineering or science discipline. The recipient(s) will receive a monetary award towards the first year of study and may receive monetary support for the second year of study.

Eligibility requirements:

- Must register as a female student majoring in an Engineering or Science discipline at an ABET accredited 4 year college or university.
- Enrolled in disciplines such as, but not limited to, Chemical, Civil and Environmental Electrical, Mechanical Engineering or Petroleum.
- Currently an enrolled female senior at a Greater Houston Area High School or

Community College.

F.I.R.S.T. (For Inspiration & Recognition of Science and Technology) Scholarship

The SWE-HA F.I.R.S.T. Scholarship encourages high school senior women who have a high interest in robotics or automation and who have competed in at least one F.I.R.S.T. competition. The recipient(s) will receive a monetary award towards the first year of study.

Eligibility requirements:

- She must enroll as a freshman majoring in an Engineering or Science discipline at an ABET accredited 4 year college or university, upon completion of high school
- Be a woman who is currently enrolled as a senior in high school or entering college in the state of Texas.
- Applicants must have completed at least one (1) regional F.I.R.S.T. Competition
- Include F.I.R.S.T. Competition information on application.

F.I.R.S.T.(For Inspiration and Recognition of Science and Technology) Website:

<http://www.usfirst.org>

Target Audience: 12th Grade Senior (High School Female Students)

Named Freshman/Sophomore Scholarship

A company sponsors/funds this scholarship with specific eligibility requirements:

- She must enroll as a female student majoring in an Engineering or Science discipline at an ABET accredited 4 year college or university, upon completion of high school.
- Enrolled in disciplines such as, but not limited to, Chemical, Civil and Environmental Electrical, Mechanical Engineering or Petroleum.

Great Women in Science & Technology Essay

Great Women in Science & Technology Essay encourage 7th grade girls to research and write about a woman who has made a significant contribution in science and technology including her impact of her accomplishments , achievements and awards in recognition of her work. The purpose of this contest is to increase the awareness of students and educators of the contributions of women in the fields of science and engineering throughout history. Winner(s) each year are awarded with an all-expense paid one week summer program trip to a Science Fair Camp.

Science Fair Campership Program

The SWE-HA Science Fair Campership Program offers an opportunity for young women to attend a STEM Summer Program approved by the SWE-HA section. Its primary goal is to attract young women to engineering and science careers. Candidates must have participated in the Science Engineering Fair of Houston competition for the applicable school year. Winner(s) each year are awarded with a scholarship to attend the program. A refund will be made up to the scholarship amount for valid cost to include tuition, transportation and meals.

Target Audience: 8th - 11th Grades (Middle and High School Female Students)

Certificate of Merit Chair

The Certificate of Merit Chair reports to the VP – CG and is responsible for coordinating the SWE-HA Section Certificate of Merit and Achievement awards to middle and high school female students attending a Greater Houston Area schools. School faculty members, teachers and counselors are invited annually to submit up to 3 female students per school who have completed a minimum 3 years of science and mathematics with distinction and/or other outstanding accomplishments in math or science. The Certificate of Merit should create the award certificates and attend the Student Scholarship and Awards Banquet to recognize the recipients.

Science Fair Chair

The Science Fair Chair reports to the VP – CG and is responsible for coordinating with SWE-HA

volunteers to participate as judges for Junior, Ninth and Senior Divisions for the Science and Engineering Fair of Houston (SEFH) during E-Week. The Science Fair Chair should order award trophies, attend the Student Scholarship and Awards Banquet, and recognize the recipients.

Student Scholarship and Awards Banquet Chair

The Student Scholarship and Awards Banquet Chair reports to the VP – CG and is responsible for coordinating the section’s Scholarship and Awards Banquet. Coordination items include but not limited to: securing the host venue, decorating the host venue, scheduling the guest speaker, mailing out invitations to award recipients and guests, scheduling a rehearsal and being the Master/Mistress of Ceremony. The Student Scholarship and Awards Banquet Chair should arrive at least 45 minutes before the event.

Secretary Chairs

Newsletter Editor

The newsletter editor reports to the Secretary and is responsible for preparing and sending the quarterly SWE-HA newsletter (SWE-HAppenings) to the members and sponsors.

The newsletter chair may select the tool used to build the newsletter (Microsoft PowerPoint, Microsoft Publisher, other). The chair should solicit ideas for articles from the officers to include a letter from the President, spotlight articles on upcoming events, and announcements of member achievements.

Newsletter articles will be edited as needed for word count limitation, defined by the importance of the article content and space availability. Submission

In the past, Cameron has agreed to sponsor the newsletter and provide funding to create, print, and mail the newsletter. The newsletter is now only issued in digital format and is also provided to the webmaster for posting on the SWE-HA website.

Social Media Chair(s)

The Social Media Chair reports to the Secretary and is responsible for communication via the following social media distribution lists:

Constant Contact

www.constantcontact.com

Facebook

<https://www.facebook.com/swehoustonarea>

LinkedIn

http://www.linkedin.com/groups?about=&gid=1373917&trk=anet_ug_grppro

MeetUp

<http://www.meetup.com/Society-of-Women-Engineers-Houston-Area-Section/>

Twitter

<http://twitter.com/#!/swehouston>

Yahoo Group

http://tech.groups.yahoo.com/group/swe_houston/

Webmaster

The Webmaster reports to the Secretary. The Webmaster is responsible for maintaining an up-to-date website for SWE-HA. The Secretary is responsible for communicating information that requires coding and embedding electronic links to the Webmaster. The Secretary will update the other items on the current website that does not require coding and embedding electronic links.

At the start of each fiscal year, the Secretary sets-up officer email addresses ending in @houston swe.org. EC members may provide up to three personal or business email addresses to which the officer email will be forwarded.

EC Email Addresses

President - president@houston swe.org

Treasurer - treasurer@houston swe.org

Secretary - secretary@houston swe.org

VP - E - vp_external@houston swe.org

VP - I - vp_internal@houston swe.org

VP - CG - vp_careerguidance@houston swe.org

SR – section_reps@houston swe.org

Treasurer Chair

Corporate Relations Chair

The Corporate Relations Chair reports to the Treasurer and is responsible for providing hospitality service to the section's current sponsors and assisting the Treasurer with general duties.

Key Responsibilities:

- Write sponsors Thank You letters of receipt with tax deductible information for monetary donations and send letters out by regular mail.
- Maintain and update the list of sponsors/donors with their contribution and contact information.
- Maintain the *Sponsor Recognition Benefits* in the Sponsorship Program Handbook.
- Participate as a member on the Finance Committee.
- Be the point of contact for the Event Voucher Program.
- Design, order and mail out Event Voucher tickets.
- Greet sponsors at events.
- Send emails to sponsors of section's special events.
- Send electronic PDF copies of section newsletters to sponsors.
- Send sponsors SWE marketing items with handwritten note during the December Holiday.
- Send sponsors a letter in April to get a commitment for continuing their support for the following fiscal year.

Best Practices and Traditions

Planning Meeting

This annual introductory brunch meeting schedule in July welcomes the incoming fiscal year SWE-HA EC members and transition of officer roles. Members and non-members are encouraged to brainstorm ideas in team discussions according to each officer's responsibilities and committees.

VP - E: Community Partnerships, Lunch-and-Learn Program, Collegiate Collaboration, Fundraising and Sponsorship

VP - I: Professional Development Programs, Professional Awards, and Professional Networking Events

VP – CG: K – 12 STEM Outreach Events

Membership Extravaganza

This is an annual event schedule in August to encourage SWE-HA membership through an interactive activity with all attendees. Activities may include water painting canvas, chocolate creation sensations, pottery and clay sculpting, arcade games, wine tasting, etc. This networking event provides businesses, individuals and other organizations to learn more about SWE.

New Members Mixer

This is an annual event schedule in January for new members that join SWE-HA within the previous calendar year. The event is an information session for new members to learn more about SWE-HA. New members will also have the opportunity to network with existing members to promote mentoring relationships.

Holiday Networking Event

This an annual event scheduled on December to celebrate the holiday season. A guest speaker may be invited to begin the event with a presentation.

Annual Business Meeting

This annual event is held in April to provide an overview of the section's fiscal year accomplishments, provide brief description of officer's roles and responsibilities , accept open nominations and running eligible candidates prior to officer election. The EC and BOT shall provide an update of their activities for the meeting presentation slides in a timely manner (define) for the President to review and edit. Invitations of the meeting should be sent to the

members at least 2 months prior the date of the meeting.

Student Scholarship and Awards Banquet

This is April/May annual event schedule is held to formally recognize the SWE-HA Academic Scholarship and Certificate of Merit and Achievement student recipients. Invitations of the event should be sent to recipients and scholarship donors at least 2 months prior to the event.

Appreciation Event

This is an annual event to thank our volunteers and sponsors who supported the Section's activities. The event is to celebrate the great work accomplished in the fiscal year, issue internal awards, introduce the outgoing and incoming EC members and announce upcoming events.

Lunch-and-Learn Meetings

These meetings are scheduled at host companies to promote partnerships with companies that support the mission of SWE. The SWE-HA Leadership Team should attend these meetings for creating visibility of the section with potential/current corporate sponsors.

Professional Development Meetings

The Professional Development Meetings (PDMs) are typically scheduled on a quarterly basis. PDMs can be section meetings or joint meetings with other engineering and women organizations to promote membership growth and retention. Meetings are typically held in the evenings with ½ hour to check-in and networking, and dinner is served during the 1 hour program that includes SWE announcements, a speaker, and possibly door prizes at the end. Meeting dates, locations, subjects, and speakers should be arranged and announced early in the fiscal year to allow members to incorporate into their schedule and plan to attend. Consider meeting at the same location the same day quarterly/bimonthly/monthly. If warranted, *Certificates of Completion* for continuing educational topics should be issued at the conclusion of professional development meetings with the Section President's electronic signature.

Past President's Tea

This is a gathering of all the past Presidents to welcome the new president and answer any questions the new president may have. This is planned by the immediate past president.

APPENDIX I: PLANNING TIMELINE

July

SWE Section Award Nominations
 Annual Planning Meeting
 Fiscal Year Budget Approval
 FHPW Quarterly Meeting
 Region C Leadership Retreat
 Section Financial Report Due

Responsible Party
 Awards Chair
 President
 Treasurer
 President/FHPW Delegates
 EC
 Immediate Past Treasurer

August

Annual Membership Extravaganza
 Past President's Tea
 FHPW WOE VIP Tea
 FHPW Gala Reception

VP - Internal
 Immediate Past President
 WOE Recipient
 WOE Recipient

September

WOE Gala

President

October

FHPW Quarterly Meeting
 New Faces of Engineering Nominations
 YEOY
 Wear Something Pink Networking Event
 National Conference
 ASCE Joint Societies Meeting
 Section Report #1 Due
 Scholarship Packet
 Energy Day
 Sally Ride Festival

FHPW Delegates
 Awards Chair
 Awards Chair
 VP-I
 President/SR
 VP-E
 SR
 VP – CG
 VP – CG
 VP – CG

November

IRS 990 Tax Form Due (November 15th)

Treasurer

December

Holiday Networking
 Ten Thousand Villages Holiday Shopping Night

VP – I
 VP – E

Region C Award Submission

Awards Chair

January

FHPW Quarterly Meeting
Annual New Member Mixer
Girl Scout Badge Day
FHPW Membership Due

FHPW Delegates
VP – I
VP – CG
Treasurer

February

Region C Conference
FY16 Scholarship Payments Due
Scholarship Application Packet Due for Judging
Student Awards/Recognition Packet Due for Judging
Engineering Week
GEMS
U of H Alumni Association Award Ceremony
Section Report #2 Due
YEOY Awards Banquet
SWE National Individual Award Nominations

President/SR
Treasurer
VP – CG
VP – CG
VP-E
VP – CG
President
SR
President
Awards Chair

March

EC Forms Nominating Committee
SEFH
Student Award Judging

President
VP – CG
Scholarship Chair

April

Election Nominations
Student Awards Banquet
Ecobot Challenge
FHPW Quarterly Meeting
F.I.R.S.T. Competition
SWE U of H Awards Banquet
Official Section Business Meeting
Open Nominations

NCC
VP – CG
VP – CG
FHPW Delegates
VP – CG
President
President
NCC

May

ASME PD Grant Packet

VP-E

Officer Elections	NCC
Section Report #3 Due	SR
Explore Engineering Fair	VP-CG

June

Announce New FY Officers and BOT	President
Annual Appreciation Event	VP-E
Section Leadership Roster due June 30	Secretary
Section Vitality Assessment Form	SR
Begin Officer Transition and Training	EC

Monthly
EC Meetings

President

Fall/Spring

WOW! That's Engineering?
High School Career and College Fairs

VP - CG
VP - CG

APPENDIX II: YOUNG ENGINEER OF THE YEAR HONOREES

1997 Marie P. Laplante, Fellow
1998 Sujata Bhata
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

APPENDIX III: 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 C. Susan Howes, PE
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
2017 Michele Tesciuba
2018 Amy Yip

APPENDIX VI: ACRONYMS

ASME PD	American Society of Mechanical Engineers – Petroleum Division
BOT	Board of Trustees
EC	Executive Council
EIT	Engineer In Training
E-Week	Engineers Week
FHPW	Federation of Houston Professional Women
F.I.R.S.T.	For the Inspiration and Recognition of Science and Technology
FY	Fiscal Year
GEMS	Girls in Engineering, Math, and Science
HQ	Headquarters
MAL	Members at Large
NCC	Nomination Committee Chair
OTC	Offshore Technology Conference
PDM	Professional Development Meeting
PE	Professional Engineer
SEFH	Science and Engineering Fair of Houston
SPE-GCS	Society of Petroleum Engineers Gulf Coast Section
STEM	Science, Technology, Engineering and Mathematics
SR	Section Representatives
SWE-HA	Society of Women Engineers - Houston Area
U of H	University of Houston
VP – E	Vice President - External
VP – CG	Vice President – Career Guidance (Outreach)
VP – I	Vice President – Internal
WARC	Women Archives and Research Center
WOE	Women of Excellence
YEOY	Young Engineer of the Year

