**SWE Co-Fundraiser Contract 2012-2013**

As SWE SDSU Co-Fundraiser your duties shall include, but are NOT limited too:

1. Attend **ALL** Officer and Student Member Meetings
2. Check and reply to SWE email every 2 days
3. Responsible for organization of Evening of Professional Development along with CO-Events Coordinator
4. Responsible for all other SWE events (aside from fundraisers)
5. Plan **at least** 2 community service events **each** semester
6. Responsible for recruiting members/officers to volunteer at each event (aside from **fundraisers**), including follow-ups with each volunteer to confirm volunteer times
7. Prepare sign-up sheets to recruit volunteer to prior to remember meetings
8. Keep and maintain a binder with all important information collected that will be passed onto the next Co-Fundraiser
9. Assist all officers and/or members when necessary

Officer for School Year (2012-2013)

Name:

Address:

Email:

Phone:

Signature:

Date:

**SWE Co-Events Coordinator Contract 2012-2013**

As SWE SDSU Co-Events Coordinator your duties shall include, but are NOT limited too:

1. Attend **ALL** Officer and Student Member Meetings
2. Check and reply to SWE email every 2 days
3. Responsible for organization of Evening of Professional Development along with Events Coordinator
4. Responsible for all other SWE events(aside from fundraisers)
5. Plan **at least** 2 community service events **each** semester
6. Responsible for recruiting members/officers to volunteer at each event (aside from fundraiser), including follow-ups with each volunteer to confirm volunteer times
7. Prepare sign-up sheets to recruit volunteers prior to member meetings
8. Keep and maintain a binder with all important information collected that will be passed onto the next Co-Events Coordinator
9. Assist all officers and/or members when necessary

Officer for School Year 2012-2013

Name:

Address:

Email:

Phone:

Signature:

Date:

**SWE Treasurer Contract 2012-2013**

As SWE SDSU Treasurer your duties shall include, but are NOT limited to:

As SWE SDSU Treasurer your duties include, but are NOT limited to:

1. Attend **ALL** Officer and Student Member Meetings
2. Check and reply to SWE email every 2 days
3. Maintain detailed information about SWE SDSU finances
4. Make deposits on a monthly basis
5. Record all transactions (checks and deposits) made on behalf of SWE SDSU
6. Order lunch for general meetings at **least five days** PRIOR to the meeting
7. Wright a financial report **due at the end of the spring semester**
8. Keep and maintain information about membership (i.e. who paid, when, how)
9. Keep and maintain a binder with all important information collected that will passed onto the next Treasurer
10. Assist all officers and/or members when necessary

Officer for School Year 2012-2013

Name:

Address:

Email:

Phone:

Signature:

Date:

**SWE Events Coordinator Contract 2012-2013**

As SWE SDSU Events Coordinator you duties shall include, but are NOT limited too:

1. Attend ALL Officer and Student Member Meeting
2. Check and reply to SWE email every 2 Before an “event” check daily
3. Responsible for organization of EWI with USD
4. Help plan SWEet Workshop (Girl scout Events) with Professional Section, USD, and UCSD
5. Responsible for all other SWE events (aside from fundraisers)
6. Plan at least 2 community service events each semester
7. Responsible for recruiting members/officers to volunteer at each event (aside from fundraiser), including follow-ups with each volunteer to confirm volunteer times
8. Prepare sign-up sheets to recruit volunteers prior to member meetings
9. Keep maintain a binder with all important information collected that will be passed onto the next Events Coordinator
10. Assist all officers and/or members when necessary

Officer for School Year 2012-2013

Name:

Address:

Email:

Phone:

Signature:

Date:

**SWE Vice President Contract 2012-2013**

As SWE SDSU Vice President your duties shall include, but are NOT limited too:

1. Attend **ALL** Officer and Member Meetings
2. Checks reply to SWE email every 2 days
3. Obtain all Student member meeting speakers at least **one month prior**
4. Work to get meeting lunches sponsored
5. Obtain and distribute scholarship information
6. Coordinate trips to region and national conferences
7. Keep and maintain a binder with all important information collected that will be passed onto the Vice President
8. Assist all officers and/or members when necessary

Officer for School Year 2012-2013

Name:

Address:

Email:

Phone:

Signature:

Date:

**SWE Secretary Contract 2012-2013**

As SWE SDSU Secretary your duties shall include, but are NOT limited too:

1. Attend **ALL** Officer and Student Member Meetings
2. Check and reply to SWE email every 2 days
3. Maintain minutes for during officer and general meetings
4. Provide minutes for SWE bulletin and website
5. Have a sign-in sheet ready at least one day prior to general meetings
6. Write *Thank you* Letters for all speakers within **one week**
7. Keep and maintain a binder with all important information collected that will be passed onto the next Secretary
8. Assist all officers and/or members when necessary

Officer for School Year 2012-2013

Name:

Address:

Email:

Phone:

Signature:

Date:

**SWE President Contract 2012-2013**

As SWE SDSU President your duties shall include, but are NOT limited too:

1. Attend **ALL** Officer and Student Member Meetings
2. Check and reply to SWE email every 2 day
3. Lead ALL SWE SDSU events
4. Meer ALL deadlines- EPD, fundraiser, IRA, etc.
5. Register all new officers with Centers for Student Involvement
6. Write the end-of-year report
7. Provide section representation at regional and national conferences
8. Make sure each officer is fulfilling his/her duties
9. Keep in contact and communication with Faculty Adviser and Section Counselor
10. Keep and maintain a binder with all important information collected that will be passed onto the next President
11. Assist all officers and/or members when necessary

 Officer for School Year 2012-2013

Name:

Address:

Email:

Phone:

Signature:

Date:

**SWE AESC Representative Contract 2012-2013**

As SWE SDSU AESC Representative your duties shall include, but are NOT limited too:

1. Attend **ALL** Officer and Student Member Meetings
2. Check and reply to SWE email every 2 days
3. Responsible for going to all the AESC meetings and reporting back to the other officers (via email or during an officer meeting) type up notes and email them.
4. Assist all officers and/or members when necessary

Officer for School Year (2012-2013)

Name:

Address:

Email:

Phone:

Signature:

Date: