



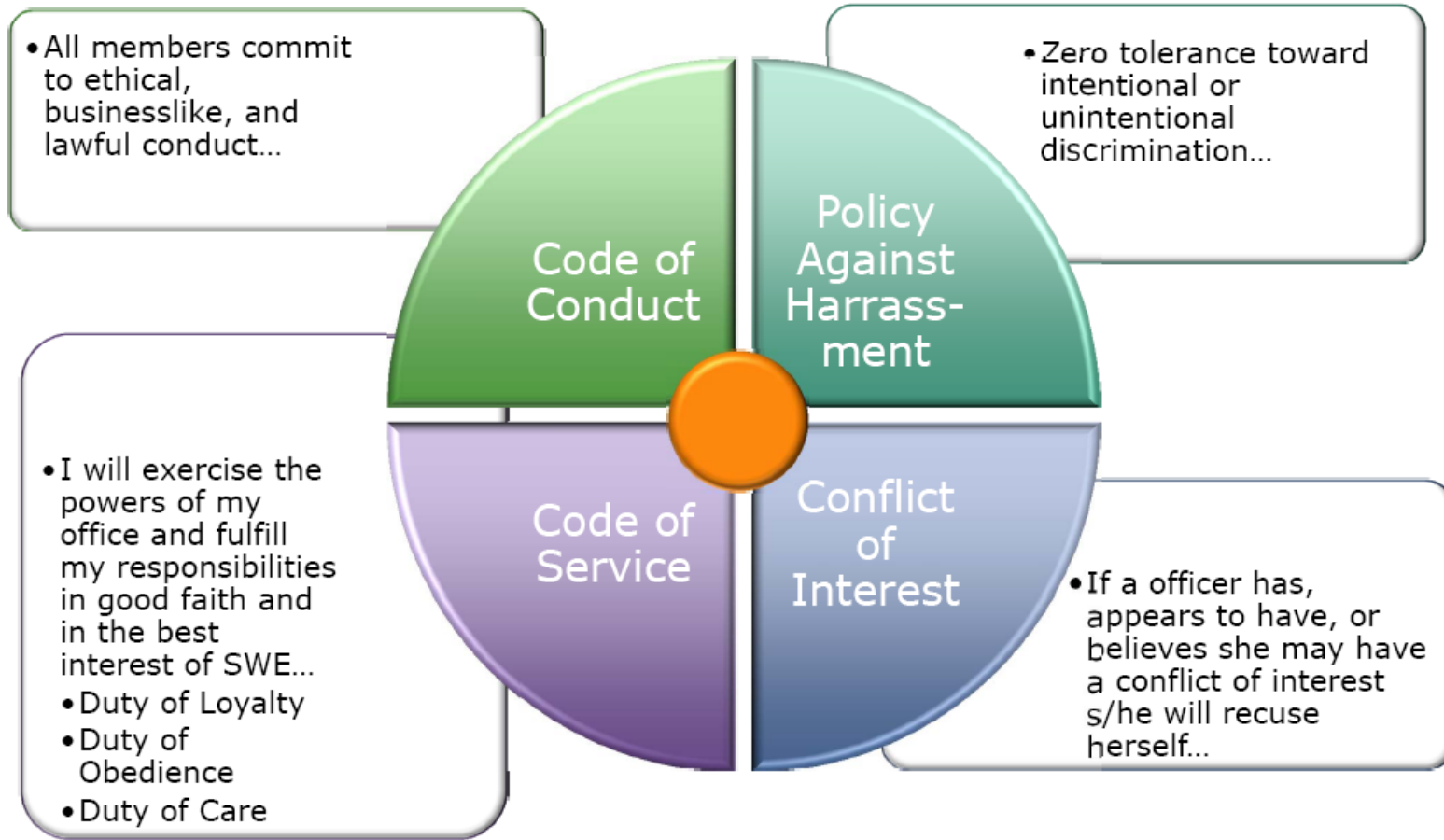
The Society of Women Engineers

Region Council Telecon
August 31, 2016

Agenda:

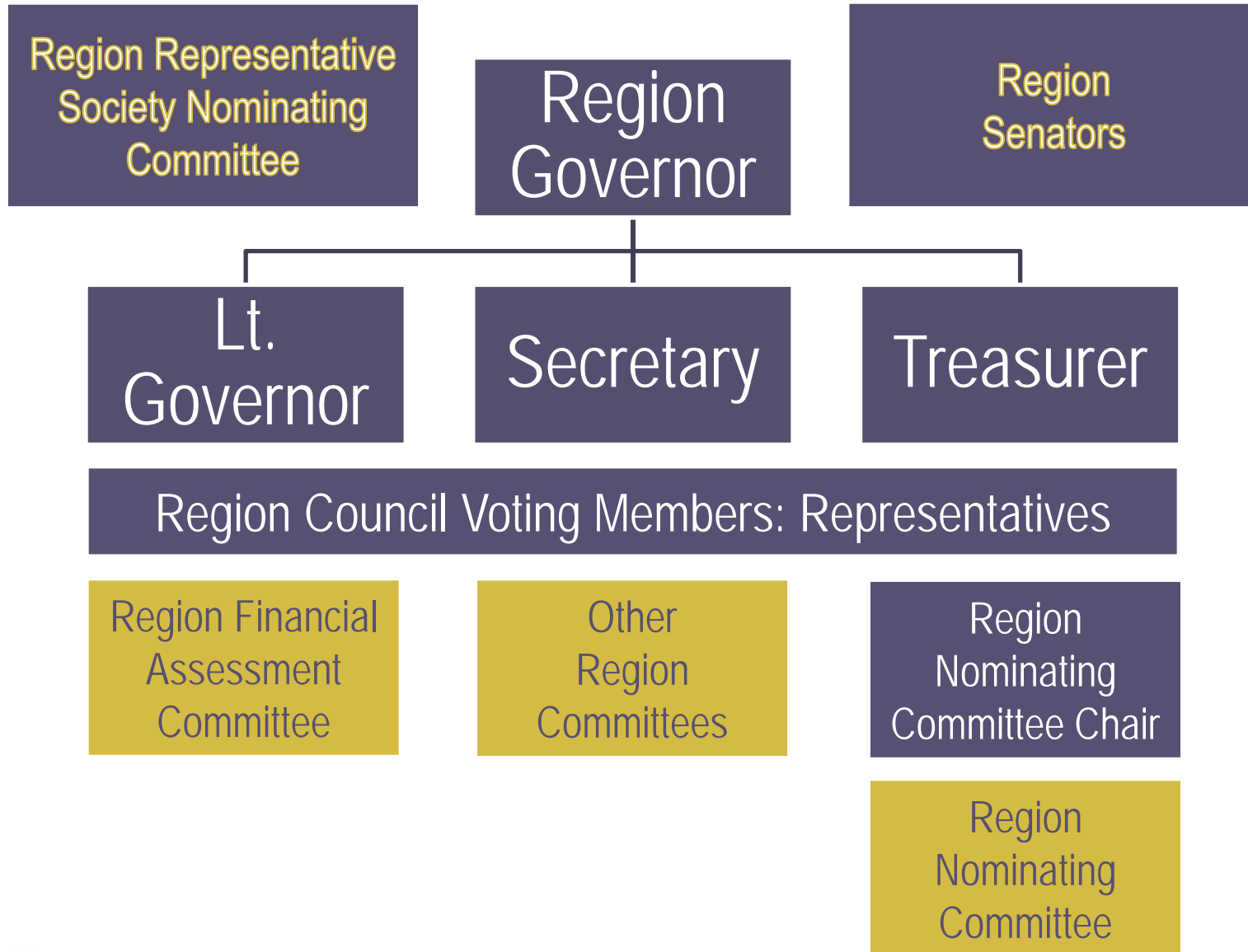
- Roll call
- Region Council expectations
- Reporting requirements (for section reps)
- SWE Resources
- Budget overview
- AMS update
- Leadership Summit on 9/24
- WE16, Region F Conference, WELocal
- Important dates for FY17

Integrity & Ethics

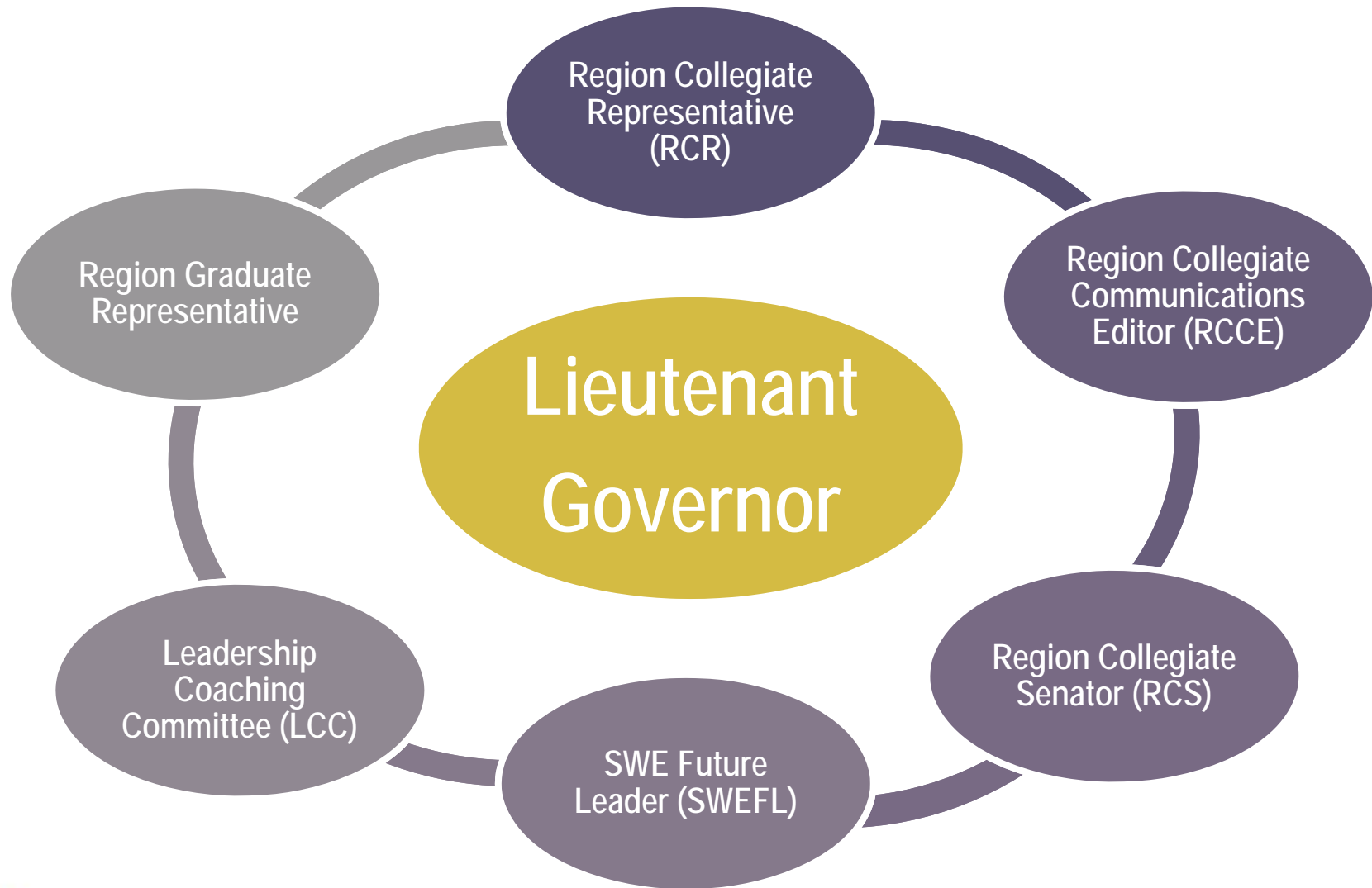


+ Procedure: Disposition Member Complaints or Disputes

Region Leadership Structure



Region Collegiate Team (RCT)



Region Council meetings

Month	Meeting
August 2016	Telecon
September	Leadership Summit (Tufts, Cambridge MA)
October	WE16 (Philadelphia PA)
November	Telecon
January 2017	Telecon
February	Region Conference (UCONN, Storrs CT)
April	Telecon
May/June	Telecon

What is a section report and why do we have them?

Section x###: Section Name


Insert  Picture

Photo Caption

GOALS



- Each section to report at least 3 outreach activities in the Outreach Metric Tool (OMT).
- Each section to encourage at least 20 new SWENexters to sign up.
- Each section to host one Parent Educator Program (PEP) (and report it in the OMT).
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-

What Went Well...

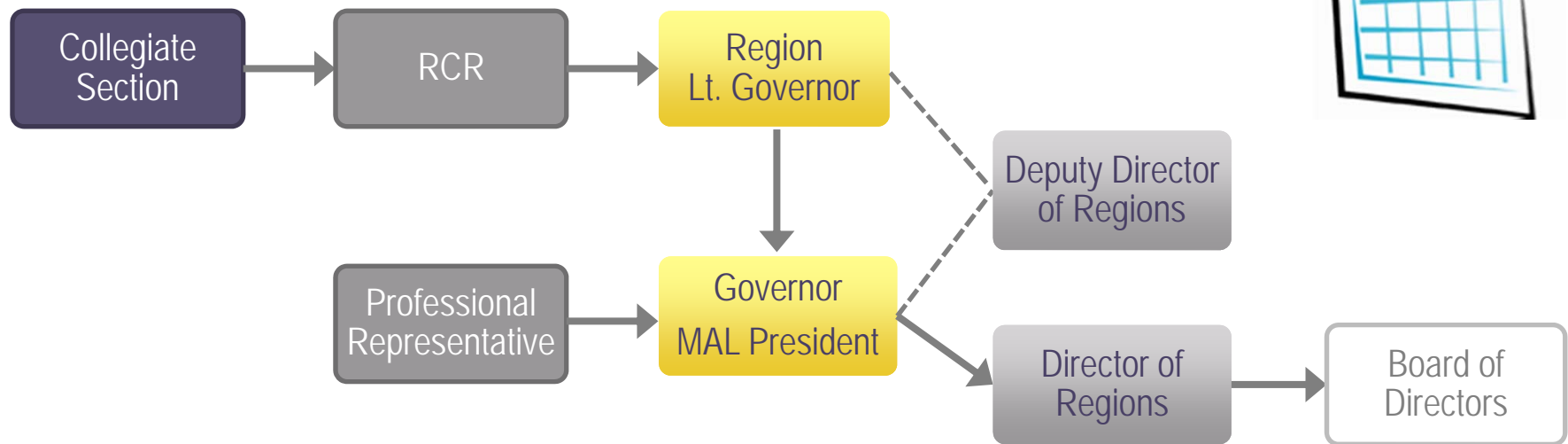
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Even Better If...

- Enter brief bullets here



Region Governance Reporting Structure



Report Due Dates



SWE Resources

- SWE.org
- Region F website (www.regionf.swe.org)
 - See Officers and Committees page for contacts
- Leadership Coaching Committee (LCC)
- Leadership training webinars
 - [Region Leader Training](#)
 - [Collegiate Section Officer Training](#)
 - [Professional Section Officer Training](#)
 - [Knowledge of SWE](#)
 - [Personal Communication & Managing Effective Meetings](#)
 - [Society Committee Leadership Training](#)
 - [Town Hall Webinar \(Governance Update\)](#)

Region F Leadership Coaches

Team Lead / Professional Focused:
Leslie Griffiths (griffitles@gmail.com)

Collegiate Focused LCC team members:
Chaavi Gupta (chhavigupta700@gmail.com)
Amanda Smith (amandasmith2693@gmail.com)

Connect with the LCC on Social Media:
Facebook <https://www.facebook.com/swelcc>
Blog <https://swelcc.wordpress.com/>
LinkedIn <https://www.linkedin.com/grp/home?gid=5188656>

FY17 Budget – approved 6/13/16

	FY17 Budget
Initial Account Balance for FY17	\$6,200.70
Income	
Dues Rebates	\$1,200.00
Region Conference Proceeds	\$10,000.00
National Conference Awards	\$0.00
CPC Funding	\$1,000.00
Total Income for FY17	\$12,200.00
Expenses/Disbursements	
Region Leadership Assistance	\$3,000.00
Section President/Treasurer Fund – Region Conference	\$1,800.00
Section President/Treasurer Fund – Annual Conference	\$0.00
Fall/ Collegiate Leadership Conference	\$2,000.00
Administrative Expenses	\$2,000.00
Special Funding to Sections	\$500.00
Small Section Incentive Programs	\$500.00
Share of Conference Proceeds to Hosting College for Previous Year	\$0.00
Total Expenses/Disbursements for FY17	\$9,800.00

AMS updates

- Please update your leadership roster and upload your financial report to the new portal.
- If you have any issues, please contact membership@swe.org, and copy Anne (anneroberts3@gmail.com)

The screenshot shows the SWE website navigation menu. The top navigation bar includes links for PUBLIC POLICY, SWE MAGAZINE, CAREER CENTER, WE16 CONFERENCE, and a search bar. The SWE logo and tagline 'Aspire / Advance / Achieve' are visible. The main navigation menu includes MEMBERSHIP, LEARNING, SCHOLARSHIPS, AWARDS, and K-12 OUTREACH. A red arrow points to the MEMBERSHIP tab, and a red circle highlights the 'Portal' link within its dropdown menu. Other links in the dropdown include Types & Benefits, Directory, Sections, SWE Store, SWE Resources, History, International, Member Services, and Event Funding.



SHARE THE EXPERIENCE OF SWE! >>
You already know how SWE supports you in your professional and personal life, but there are plenty of others who don't. Share the SWE experience—invite a friend

GET IT >>
All Together, SWE's monthly newsletter, is full of timely SWE-related articles, tips and more.
Read the Latest

SWE E-mail Alias update

- SWE email alias (e.g. firstname.lastname@swe.org) will be phased out by end of FY17
 - E-blast was sent at end of July informing all members
- Exceptions for: HQ staff and SWE governance-related emails (e.g. governor-f@swe.org)
 - If you have questions about an email address used by your section officers, you can contact membership@swe.org

Region F Leadership Summit @ Tufts

- Who:
 - Professionals: Region Council, Region Officers, any interested professional member leaders!
 - Why attend: Region business meeting, Leadership Coaching sessions, and networking opportunities/ share best practices
 - Collegiates: Any interested collegiate members, SWEFL's, RCT*
 - Why attend: LCC and other professional/leadership development workshops, networking, best practices sharing (*and Region business meeting for RCT members)
- Date/Time: Saturday 9/24
 - **For Professionals: 9:00 AM – 4:00 PM**
 - For Collegiates: 9:00 AM – 7:30 PM (including optional dinner)
- Location: Tufts University (Medford, MA)
- **Register online to RSVP**
 - Registration for professional SWE members is free, since Region Council (voting members) are expected to attend. Registration is necessary to get a headcount for food.



<http://regionf.swe.org/region-leadership-summit.html>

WE16 and Region F Conference dates

WE16

Life's Variable: SWE's Your Constant

Early bird registration ends 9/25

October 27-29

Philadelphia, PA

Region F meeting @ WE16

Thursday 10/27, 12:45-2:15 PM (PCC, 103B)

we16.swe.org

SWE Region F Conference

February 24-26, 2017

UConn (Storrs, CT)

WE Local

Inaugural WE Local events



PITTSBURGH

Join us in Pittsburgh for the inaugural WE Local Conference

FEBRUARY 17-19, 2017

REGISTRATION OPENS SOON!



SAN JOSE

Be part of the scene at WE Local San Jose

FEBRUARY 24-26, 2017

REGISTRATION OPENS SOON!

welocal.swe.org



Call for WE Local host sections is open

WHERE IS LOCAL?

WE Local conferences take place all across the country. SWE members and volunteers are encouraged to submit their city, state or town as a potential location for the next great WE Local event.



REPRESENT YOUR AREA.

Review our [WE Local Overview Guide](#) and decide if your city is the next stop for a WE Local conference.



BUILD YOUR TEAM.

Round up your fellow SWEsters and put together a WE Local team.



GET INVOLVED.

Fill out the WE Local [Host Committee Application](#) and let us know that you are interested in having a WE Local conference in your area.

Visit
welocal.swe.org



[HOST COMMITTEE APPLICATION FORM](#)

FY17 Calendar

2016	
Date	Event
June 30 th	End of FY16 – Financial books close
July 1 st	Section Officer Rosters due to HQ
July 1 st	SWE membership renewals due
Jul 20 th	Region Leader Training
July 31 st	Submittal of all Financial Reports due to HQ
July 31 st	First rebate checks for Jan-June due from HQ
Aug 10 th	Collegiate Section Officer Training
Aug 11 th	Professional Section Officer Training
Aug 15 th	Knowledge of SWE Webinar
Aug 31	Region Council Telecon
Sept 10 th	Deadline for Region Section Report #1 Professional Sections
Sept 24 th	Region Leadership Summit, Tufts University, Cambridge, MA
Sept 25 th	Last day for early-bird registration for WE16
Sept 28 th	Deadline call for nominations for Society Officers
Sept 30 th	This is the absolute deadline for renewing your SWE membership! Even if you have a C2C membership, you must log on to SWE and renew for \$0 or you will lose it
Oct 10 th	Deadline for Region Section Report #1 Collegiate Sections
Oct 27 th – 29 th	Society WE16 Conference in Philadelphia, PA
Nov 15 th	Deadline for Fall New Program and Small Section Funding Applications
Nov 15 th	E-Postcards need to be submitted by professional and collegiate sections or risk losing your non-profit status. For collegiate sections, if your section covered by your school's EIN number, then you do not need to submit e-postcard.
Nov TBD	Region Council Phone Call
Nov 20 th	Professional and Collegiate New Faces of Engineering Award nomination deadline
Dec 1 st	SWE Sophomore to Graduate-Student Scholarships Open
Mid December	First Call for Nominations for Professional Senator, Collegiate RCR/RCCE/RCS, and Region Officers

Backup:

- Where to find training webinar recordings
- Listing of LCC professional-focused modules
- Relevant info for Section Goals
 - Outreach Metric Tool (OMT) info
 - SWENext info
 - Parent Educator Program (PEP) Resources

For training webinars, go to the Advance Learning Center and log in – view webinar recordings – see Governance category (<http://advancelearning.swe.org/store/provider/provider09.php>)

SWE Advance

[Advance Learning Center](#)

[Register for Webinars](#)

[Register for eLearning](#)

[Register for Podcasts](#)

[My Account](#)

[My Learning](#)

[My Transcript](#)

[Help](#)

[Logout](#)

Select a category to see the available seminars

- [Women in Academia \(11 Programs\)](#)
- [Career Management & Life Transitions \(70 Programs\)](#)
- [Inclusion & Cultural Awareness \(9 Programs\)](#)
- [Governance \(13 Programs\)](#)

FY16 Collegiate Section Officer Training ▼	\$0.00	MORE INFO ➔
FY16 Knowledge of SWE ▼	\$0.00	MORE INFO ➔
FY16 Professional Section Officer Training ▼	\$0.00	MORE INFO ➔
FY16 Region Leader Training ▼	\$0.00	MORE INFO ➔
FY17 Collegiate Section Officer Training ▼	\$0.00	MORE INFO ➔
FY17 Knowledge of SWE ▼	\$0.00	MORE INFO ➔
FY17 Personal Communication and Managing Effective Meetings ▼	\$0.00	MORE INFO ➔
FY17 Professional Section Officer Training ▼	\$0.00	MORE INFO ➔
FY17 Region Leader Training ▼	\$0.00	MORE INFO ➔
FY17 Society Committee Leadership Training ▼	\$0.00	MORE INFO ➔
Personal Communication & Managing Effective Meetings ▼	\$0.00	MORE INFO ➔
Society Committee Chair Training ▼	\$0.00	MORE INFO ➔
SWE AMS Training for Leaders ▼	\$0.00	MORE INFO ➔

- [Innovation & Disruption \(10 Programs\)](#)
- [Strategic Leadership \(12 Programs\)](#)
- [Voices From the Field Recordings \(19 Programs\)](#)

Leadership Coaching Committee (LCC)

FY16 Professional Focused Modules:

- #1 Knowledge of SWE
- #2 Membership
- #3 Finances
- #4 Fund Development
- #5 Strategic Planning
- #6 Administration and Operations
- #7 Publicity Communications
- #8 Effective Meetings
- #9 Leadership
- #10 Team Building
- #11 Tactical Planning
- #12 Conflict Resolution
- #13 Succession Planning
- #14 Professionalism in Your SWE Section
- # 15 First Aid for Leadership Burnout
- #16 Challenges of Geographically Large Sections
- #17 Being an Inclusive Organization
- #18 Creative Problem Solving
- #19 Effective Communications
- #20 Managing Different Generations
- #21 Mentee Enrichment Training
- #22 Raising SWE Awareness in Your Community

For more details, visit:

<https://swelcc.wordpress.com/modules/>

Outreach Metric Tool (OMT)

- Use survey tool to record your section's outreach:
www.surveymonkey.com/s/omtool
- This data is important as it is used to show sponsors the impact of the outreach that SWE members do; often this info is needed for grants. The data also helps the SWE Outreach Committee set goals and make strategic decisions.
- For more info, visit:
<http://societyofwomenengineers.swe.org/swe-members/4463-outreach-metric-tool-report-your-outreach>

SWENext



- SWENext is a way for students through the age of 18 to become a part of SWE.
- Students 13 or older can join online; for students under 13, a parent will need to sign up.
- Students can form a SWENext Club – need a SWE member as a Club Advisor
- For more info, visit:
<http://societyofwomenengineers.swe.org/swenext>

Parent Educator Program (PEP) Resources

Outreach Toolkit

Direct link to [Outreach 103 - How to Run a Parent/Educator Program \(PEP\)](http://swe-learn.articulate-online.com/p/8951606212/DocumentViewRouter.ashx?Cust=89516&DocumentID=47aa41cf-2c91-4b5e-a5e3-16ac58060df3&Popped=True&v=4&InitialPage=story.html):

<http://swe-learn.articulate-online.com/p/8951606212/DocumentViewRouter.ashx?Cust=89516&DocumentID=47aa41cf-2c91-4b5e-a5e3-16ac58060df3&Popped=True&v=4&InitialPage=story.html>

SWE Outreach Committee is working on developing more materials.

Region F encourages best practices sharing with sections that have conducted Parent Educator Programs in the past!