

President Description

The President of GWIS shall be the main contact person for this chapter both within Penn State and outside the university, preside over meetings, be responsible for notifying the membership of upcoming meetings and events, appointing heads of committees, ex-officio a member of all committees, keeping contact with their work to the extent that may be advisable, may authorize the withdrawal of funds for the treasury for the payment of obligations incurred by the chapter for such other purposes as the Executive Committee may approve, respond to the GWIS email alias, and conducting the activities of GWIS with consent of the membership.

Vice President Description

The Vice President shall organize and run elections (unless the Vice President is running for office, see Article VII, Section D of the GWIS Bylaws) be responsible for membership issues such as recruitment, social events such as the Brown Bag Discussion series and concerns of the membership, may authorize the withdrawal of funds, assist the President with correspondence duties and assume the duties of the President when absent.

If the President leaves office, the Vice President is expected to assume the presidential duties and an election will be held to fill the Vice Presidential position or the Presidential position if the Vice President decides not to permanently assume the position.

*Note: More information on page 2

Secretary Description

The Secretary shall take minutes at all meetings and distribute them to the membership, keep a current membership list, and keep all information generated by the organization and make it accessible to all GWIS members

Treasurer Description

The treasurer is responsible for the finances of GWIS including depositing revenue from membership dues and the VOICES conference as well as recording up-to-date membership lists and reimbursing costs for various GWIS events. The time commitment is approximately 3 hours per month for GWIS activities and 4-6 hours assisting with the finances of the VOICES Conference. This position could be shared among two people if necessary.

*Note: More information on page 3

Webmaster Description

The webmaster is in charge of all things internet including maintaining the group website hosted by Penn State (<http://www.clubs.psu.edu/up/gwis>), the GWIS Angel group, the club listserv, the GWIS facebook group (<http://www.facebook.com/home.php#/group.php?gid=19962351131>), and the GWIS calendar hosted by google calendar. The time commitment is very limited, probably less than an hour per week doing updates. The website is written in fairly basic html with some style sheets, so an extensive knowledge of html code is not necessary. The perfect candidate for this position is someone creative who enjoys or is interested in web design.

From the Bylaws:

The Vice President shall organize and run elections (unless the Vice President is running for office, see Article VII, Section D) be responsible for membership issues such as recruitment, social events and concerns of the membership, may authorize the withdrawal of funds, assist the President with correspondence duties and assume the duties of the President when absent. If the President leaves office, the Vice President is expected to assume the presidential duties and an election will be held to fill the Vice Presidential position or the Presidential position if the Vice President decides not to permanently assume the position.

Article VII:

Section D: An election committee may be selected prior to the elections with the Vice President as head unless the Vice President is running for office. No individual involved in conducting elections may be a potential candidate.

Brown Bag Discussions:

Vice President organizes Brown Bag discussions. These informal lunchtime talks last about 1 hour (including questions) and attendees should bring a bag lunch. Undergraduate, graduate, and post-doctoral males and females are invited to attend, and Hershey students can participate via videoconference. Group interaction is highly encouraged. Handouts and/or video recordings of the talks are available on the GWIS website after the event for those unable to attend.

At beginning of semester or end of previous semester:

1. Poll GWIS members for discussion topics
2. Select 3-4 per semester (~1 per month)
3. Discuss potential faculty hosts
4. Email potential faculty

First month of semester:

5. Confirm faculty hosts
6. Reserve rooms (must have videoconference capability and allow food) (Megan Matthews LSB, Wartik)
7. Contact Hershey campus to videoconference and reserve Hershey rooms
8. Email tech contacts room/date reservations (Scott Boor, Tony Ghaffari)
9. Send out email announcements of all talks to GWIS colleges

During semester:

10. Send reminder emails to GWIS colleges week of event
11. Thank attendees and hosts via email after each event

End of semester:

12. Write thank you notes to all faculty hosts
13. Brainstorm next semester's topics and hosts

Treasurer

Time commitment:

- 1 hour per month – officers’ meeting
- 0.5 hours per month – managing treasury: deposits and reimbursements
- 0.5 hours per month – managing account information of members
- 2 times per year – Voices related tasks (4 – 6 hours total, can be separated into different days)

Responsibilities:

1. Collecting dues from members until online renewal is possible
2. Managing club treasury
 - Depositing revenue
 - Locally collected dues
 - Voices registration money
 - Checks from National GWIS
 - Recording up-to-date membership
 - Who paid
 - When their membership needs to be renewed
 - Which types of memberships did they pay for
 - Reimbursing food purchases
3. Attending monthly officers’ meetings
4. Reimbursing costs for Voices conference
 - Speakers’ traveling costs
 - Expenditures of UPAC allocated versus donated funds

How this position could be shared:

1. Have one person do the everyday responsibilities that are not Voices related
2. Have a Voices tasks treasurer who handles the registration deposits and speakers’ reimbursements