

**Elected Officer Candidate Application**

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# Introduction & Instructions

The Society of Women Engineers Pacific Northwest Section (SWE PNW) holds annual elections for specific officer positions. The Nominating Committee has the responsibility for vetting candidates and proposing a slate to the section membership. To support the Candidate vetting process, potential and interest candidates need to complete and provide the following:

1. SWE PNW Elected Officer Candidate Application Form (this document)
2. SWE’s Leadership Competency Assessment (Excel sheet available to download [here](http://societyofwomenengineers.swe.org/learning/continuing-ed/2-uncategorised/1724-swes-leadership-competency-model))

Optional items that may be included are:

1. Professional Resume
	1. Guidelines: 2 pages or less, font size 12, margins 1 inch. Prioritize roles/experiences, accomplishments, and awards or recognition received.
2. SWE Resume
	1. Guidelines: May be provided in lieu of or in addition to Section 4.1 of this document

The above documents shall be submitted as 1 zipped or compressed file, named with “FY19\_[Position]\_[First & Last Name]” where the “Position” matches the listing in Section 2.

To submit them, email the zipped file to swe.pnw.nomination@gmail.com with the subject line “FY19 Candidate Application – [Position].”

If you are submitting an application for more than one position, each position should be addressed via a separate file and email for our records (which means some documents and answers may be duplicates!).

# Position Information

The elected positions for SWE PNW have certain roles and responsibilities based on each position. They also have various requirements and recommendations for skills competency levels. This information has been captured here to help you provide the appropriate information in your response to help demonstrate your ability to fill the role.

One of the key things to remember about being a SWE PNW Section officer is that there is a commitment not only in time but skills needed to help the section be successful. If you have questions on any of the information in this section, please reach out to the Nomination Committee with your questions.

If you find that you are not able to make the commitment to be an elected officer but still want to be engaged in a specific part of the section, or want to put yourself on the path to be an elected officer in the future, please contact the Nomination Committee. They will help connect you to the appropriate section leaders and help you get involved in the section.

## Conflict of Interest Policy and Disclosure Statement

It is required by the Society HQ that The President, President-Elect, and Treasurer must be willing to review and sign SWE’s Conflict of Interest Policy and Disclosure Statement if/when elected. The Section may also require other elected officers to complete this activity. This statement is included below for your reference:

Members of SWE leadership of the Society of Women Engineers expect high standards of integrity of themselves and of the other volunteer leaders. They expect that the decisions made by leadership will consistently fulfill the purposes set forth in its mission and bylaws. Should a leader have a personal financial interest, or a financial interest in any agency, company, or entity that receives or will receive remuneration for performing services for SWE, that leader shall be obligated to disclose that interest to their colleagues.

If at any time a leader has, appears to have, or believes that s/he has any conflict of interest, or that s/he may be unable, or may appear to be unable to maintain professional objectivity, or to not act in the best interests of SWE on any issue because of a personal situation, employment, conflicting interest, or other reason, that member shall recuse her/himself from any position, discussion, or vote on that issue.

Individual leaders should feel free to discuss any possible conflict of interest with the SWE president/board chair, the SWE executive director, or with the entire board of directors if the member so desires. Recusing her/himself shall not prevent a leader from participating in other activities or discussions where no conflict of interest exists.

## Acknowledgement of Non-Profit Status

SWE PNW is a 501(c)(3) non-profit educational service organization. All SWE PNW EC officers have a responsibility to ensure that SWE PNW meets the compliance for being a non-profit in good standing at the state, federal, and SWE levels.

## Acknowledgement of Reporting Responsibilities

All SWE PNW EC officers have a responsibility to track metrics and complete necessary reporting to help support the Section’s vitality. This may include, but is not limited to, event attendance/impact, event report outs, compiling committee data, and mid-year and end of year assessments.

## President-Elect / President

The President-Elect, in conjunction with the President, is responsible for the setting the strategic vision and goals for the section and ensures the programs and event development aligns with the SWE Society goals, missions, and vision. They are responsible for providing leadership and support to the SWE PNW Executive Committee.

As President-Elect, the individual will work closely with the president to develop and support planning that transcends fiscal years, building the health of the section from year to year.

The President and President-Elect are responsible for planning and overseeing events that are SWE section and business focused. This may include events like the following:

* Officer Onboarding & Training (summer)
* Strategic planning and visioning (year-round)
* Fiscal Year Kick Off Open House (late summer/early fall)
* Mid-Year Open House (January)
* Annual Banquet (May)
* Potluck & Volunteer Recognition (June)

A candidate for president-elect should have proven leadership and management experience as well as experience in presenting ideas to the public and in serving as a role model for women engineers. The candidate must be willing to dedicate time throughout the two (2) years as a president-elect and president to lead the officers, and to work with SWE headquarters.

Previous experience as a past Section officer or Region leader is beneficial and strongly recommended. Specific experience with SWE PNW committee, event planning, and/or Section office or leadership roles is preferable.

The president-elect is a voting officer of the Section.

## VP, Professional Development

The Vice President, Professional Development manages and oversees the SWE PNW professional development programs. These are events and activities targeted to our professional section members. This includes scheduling and planning the events, engaging volunteers/speaker/panelists, developing new programing, expanding existing programming, and managing the professional development portion of the section budget. This role oversees the deployment of the following types of events:

* Technical Talks
* Technical Tours
* Executive/Leadership Talks
* Skills Development/Workshops​

This may also include providing support for planning section events like the Annual Banquet or social and networking events.

A candidate for Vice President, Professional Development should have experience in managing committees, managing funds, and have an understanding of SWE PNW’s committee operations. The candidate should have participated in society level or regional activities related to professional development planning and implementation. In addition, the candidate should provide the interface between the SWE PNW EC and SWE PNW Professional Development committee volunteers to accomplish objectives.

Previous SWE PNW Professional Development committee member or event planner experience is beneficial and strongly recommended.

The Vice President, Professional Development is a voting officer of the Section.

## VP, Outreach

The Vice President, Outreach manages and oversees the SWE PNW outreach programs. These are outreach events primarily targeted to the K-12 age ranges. This includes scheduling and planning the events, engaging volunteers, developing new programing, expanding existing programming, and managing the outreach portion of the section budget. This role oversees the deployment of the following established SWE PNW Outreach Programs:

* Explore Engineering Workshops
* Kids in Science and Engineering (KISE)
* Expanding your Horizons (EYH)
* Community outreach booths (e.g., PSEC Engineering Fair booth)

A candidate for Vice President, Outreach should have experience in managing committees, managing funds, working with K-12 students, and have an understanding of SWE PNW’s committee operations. The candidate should have participated in society level or regional activities related to outreach planning and implementation. In addition, the candidate should act as a liasion between the SWE PNW EC and SWE PNW Outreach committee volunteers to accomplish objectives.

Previous SWE PNW Outreach committee member or event planner experience is beneficial and strongly recommended.

The Vice President, Outreach is a voting officer of the Section.

## Secretary

The Secretary is responsible for maintaining the records of the section, ensuring compliance to the section Bylaws, and recording meeting minutes at EC meetings. They are also responsible for organizing both the digital and paper record keeping.

A candidate for secretary should exhibit good written communications and should have previous experience in recording minutes. The candidate should understand parliamentary procedure and be able to integrate SWE procedures and policies into improved communications.

Previous experience with bylaws and parliamentary procedures is beneficial and strongly recommended.

The Secretary is a voting officer of the Section.

## Treasurer

The Treasurer is responsible for maintaining the finances of the section. In addition, the Treasurer maintains the financial policies and procedures for the section, presents regular budget assessments to the President & President-Elect, oversees the section financial accounts, and ensures that IRS guidelines for non-profits are being met by the section. The Treasurer will also need to support regular financial reviews and audits as requested by the SWE PNW EC, SWE HQ, or other entities.

A candidate for treasurer should have an understanding of accounting practices and skills with financial management and analysis. The candidate also must be able to communicate these concepts to other volunteer leaders.

Previous experience as region treasurer, section treasurer, SWE conference treasurer, member or chair of the audit or finance committees, or treasurer of another organization is beneficial.

The Treasurer is a voting officer of the Section.

## Leadership Competency Model By Position

As a part of the Candidate Vetting process, SWE PNW will be using the Leadership Competency Model. The general rubric that will be used to evaluate candidates is presented below. Please note that this is provided for reference only and the Nomination Committee will be using both the completion of this form and the Leadership Competency Model self-assessment to vet candidates. Note that the nomination committee is not only looking for skills but the desire and aptitude to learn!

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Leadership Competency Model Evaluation*** | **President** | **President-Elect** | **VP, Professional Development** | **VP, Outreach** | **Secretary** | **Treasurer** |
| **Communication Overall** | P | P | P | P | C | P |
| Listening | P | P | P | P | P | C |
| Feedback | P | C | C | C | AB | C |
| Team Communication | P | P | P | P | C | P |
| **Self-Management Overall** | P | P | P | P | P | P |
| Self-Reflection | C | C | C | C | C | C |
| Self-Management | P | P | P | P | P | P |
| Personal Management | P | P | P | P | P | P |
| **Business Knowledge Overall** | P | P | C | C | C | P |
| Financial | P | C | C | C | AB | E |
| Strategic Planning | E | P | C | C | C | P |
| Management | E | P | C | C | C | C |
| **Coaching, Mentoring, & Sponsorship Overall** | P | P | C | C | AB | AB |
| Coaching | P | P | C | C | AB | AB |
| Mentoring | P | P | C | C | AB | AB |
| Sponsorship | P | P | C | C | AB | AB |
| **Leadership Abilities Overall** | P | P | C | C | AB | C |
| Professional Acumen | P | P | C | C | AB | C |
| Visioning | E | P | P | P | AB | C |
| Relationship Management | P | C | C | C | AB | AB |

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| **Competency Legend** |
| Novice | N | Minimal experience or 'textbook' knowledge |
| Advanced Beginner | AB | Working knowledge of core concepts |
| Competent | C | Good working knowledge and background |
| Proficient | P | Deep knowledge and understanding |
| Expert | E | Authoritative knowledge and deep understanding |

# Candidate Information

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Mailing Address** |  |
| **Phone****(provide at least one)** | **Home** | **Work** | **Cell** |
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| **SWE Member Number** |  | **Dues status for FY19?** |  |
| **Education** | **Institution** | **Degree/Program** |
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| **Employment** | **Company** | **Position** |
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# Leadership Experience

## SWE Background

Please provide a list of your past SWE roles in the table below, starting with the most recent first. Please include as many as you would like to support your application. For Section/Region/Society, please be specific with the Section, Region name/number or Society Committee Name.

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| --- | --- | --- |
| **Position/Role** | **Section/Region/Society** | **Fiscal Year (FY) or Timeframe** |
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## Non-SWE Experience

Please provide a list of your past non-SWE leadership roles in the table below, starting with the most recent first. Please include as many as you would like to support your application.

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| --- | --- | --- |
| **Position/Role** | **Company/Organization** | **Timeframe** |
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# Candidate Responses

The following section will present a series of questions for you to respond to – please tailor your responses to the specific position in which you are interested. Please keep each response under 200 words.

## SWE Knowledge & Participation

|  |
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| **What makes you passionate about supporting SWE?** |
|  |
| **Describe your engagement with SWE and whether you consider yourself an active member of SWE PNW in the last year.** |
|  |
| **Have you attended SWE Society, Region, or WE Local Conferences? If so, which ones?** |
|  |
| **Do you have any SWE knowledge gaps? What are they and what would your plan be to address those if elected?** |
|  |
| **Have you ever made a significant impact at the Section, Region, or Society level? If yes, please elaborate.** |
|  |

## Position Related Experience

|  |
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| **Please describe, using specific examples, the applicable skills you have and have utilized that are relevant to the position you are seeking. Refer to Section 2, Position Information.** |
|  |
| **What is your vision for the position?** |
|  |
| **What would you do with the position to set up the next elected officer up for success?** |
|  |

## Personal Growth

|  |
| --- |
| **What do you expect to gain from this position?** |
|  |
| **How do you see this position fitting in with your personal or career development goals?** |
|  |
| **How do you plan to balance SWE, work, and home life?** |
|  |

## Additional Questions

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| --- |
| **Is there any other information that you think we should know when considering you as a candidate?** |
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# Candidate Agreement

## Agreement to Uphold SWE Mission, Vision, Core Values, and Diversity Principles

By submitting this Candidate Application to the Nomination Committee, I commit to uphold the SWE Mission, Vision, Core Values, and Diversity Principles. (table source: <http://societyofwomenengineers.swe.org/about-swe>)

|  |  |
| --- | --- |
| **Mission** | 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. |
| **Vision** | To be key to the success of women in engineering and technology. |
| **Core 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 information, building mutual respect and confidence in the competence of those with whom we lead, serve and partner with. |
| **Diversity Principles** | We Commit to:* Developing women in engineering across socio-economic strata and occupational focus.
* Encouraging the interest and active participation of women and girls of under-represented ethnic groups, including African-Americans, Asian-Americans, Hispanics, Pacific Islanders and Native Americans.
* Providing support to women which acknowledges and respects differences in family status, sexual orientation, age, and physical abilities.
 |

## Agreement to Support for Election Cycle

By submitting this Candidate Application to the Nomination Committee, I understand that that following will apply:

* During the Candidate Vetting Process, I will:
	+ Provide timely response to the Nomination Committee for any follow-up questions or requests for material/inputs
* For the Section Election Process, I will:
	+ Understand that information I provide to support this part of the election process will be put in the public domain to provide to our section members
	+ Provide a head-shot for use by the Section to identify me as a candidate
	+ Provide a bio and candidate statement in adherence with the Nomination Committee guidelines
	+ Attend Candidate events, which may include either or both in person or online forums

## Agreement of Role if Elected

By submitting this Candidate Application to the Nomination Committee, I understand that that following will apply:

* If elected, for All Positions, I will:
	+ Support officer transition meetings before my term officially starts (typically in May & August)
	+ Participate in section planning meetings July & August
	+ Attend Section Executive Council meetings
	+ Adhere to mission, visions, goals, and guidelines of both the Section and Society
	+ Use the communication tools and guidelines provided by the section
	+ Understand that my communication on behalf of SWE PNW and/or my role should be done using official SWE PNW communication platforms
	+ Understand that we are a non-profit organization under Washington state law and follow the appropriate non-profit guidance set forth by the section
	+ Understand that I may be asked to support officer transition duties after the official end of my term
* If elected, for All Positions except President-Elect:
	+ My term officially starts on July 1 and ends on June 30 of the following year
* If elected, for President-Elect:
	+ My as term President-elect officially starts on July 1 and ends on June 30 of the following year (year 1)
	+ My term as President would being on July 1 of the following year and end on June 30 of the year after that (year 2)

|  |  |
| --- | --- |
|  |  |
| Signature | Date |