Elected Positions

E-Board

• President (1): The responsibilities of the President include leading GWISE with ideas from the E-board to expand on its mission; organizing and running regular meetings; maintaining relationships with the GWISE advisor and any faculty/guests involved; and harboring interest among new and current members. Ideally, the President is a senior GWISE member who has worked with the group before.

• Vice president (1): The responsibilities of the Vice President include assisting the President in hosting, organizing and running regular meetings; coordinating events held by GWISE; and harboring interest among new and current members. Ideally the Vice President is a junior member of GWISE who has interest in continuing with GWISE and rising to President in the next year.

• Treasurer (1): The responsibilities of the Treasurer include managing the finances of GWISE by obtaining and disbursing proper funds and attending all Student Activities and Student Activities Business Office mandatory workshops.

• Secretary (1): The responsibilities of the Secretary include taking minutes at all meetings and events and distributing the minutes to the board and all members in a timely fashion.

Committees­ (1 Chair and members)

• Media & Communications Committee: The responsibilities of this committee include helping advertise each GWISE event (via email, flyers, etc.); maintaining GWISE social media (GWISE website, Facebook, LinkedIn, email list-serve); composing and sending out the monthly newsletter; maintaining the GWISE email list; updating the GWISE events calendar on Google and OrgSync; and promoting GWISE on campus.

• Finance and Fundraising Committee: Members will work with the President and Treasurer to follow up on contract processes, request quotes and select vendors and meet with GSG representatives. The responsibilities of this committee also include helping GWISE raise funds for by networking with the faculty at Northeastern and industry contacts in the greater Boston area, and by planning any fundraising activities.

• Community Committee: Members will recruit new members, advertise our group around campus, ensure that interested members are encouraged to join the E-Board, oversee a mentoring program, host community-building events and social events

• Outreach Committee: The responsibilities of this committee include coordinating and planning K-12 and other outreach activities, through Science Club For Girls, The Center for STEM Education, and other contacts

• Professional Development Committee: The responsibilities of this committee include planning speaker series events and panels as well as helping with other professional development events

• GWISE Liaisons Committee: The responsibilities of this committee include the New England GWISE, the PhD Network and the Graduate Student Government

• Operations Committee: Members will plan and take minutes at meetings, book rooms for events, keep members list up to date, type up attendance sheets from events