SWE Region D Members:

With FY17 activities under way, it is time to identify and nominate potential candidates for the FY18 Region D officers. Except as noted below, terms are from July 1, 2017 through June 30, 2018. Per Article IV, of the Region's bylaws, the nominating committee is charged with the responsibility for selecting at least one qualified candidate for each of the following:

FY18 ROLES (see Role Descriptions below)

\* Governor (2 year term through June 30, 2018) - filled

\* Lt. Governor

\* Secretary

\* Treasurer

\* Senator (2 yr. term through June 30, 2018) – 2 positions, 1 vacant for FY18

\* Collegiate Senator

\* Collegiate Representative

\* Collegiate Communications Editor

APPLICATION PROCESS

1. SUBMISSION OF NOMINATIONS

Please address all submissions to the Region D Nominating Committee, Carissa Giblin at cgiblin@voyagerlt.com. Submit nomination page(s) in MS Word format. Please submit your nominations no later than Wednesday, January 25, 2017 to support the February 1st date for submission to the membership and/or the Region Council.

Submissions shall contain the following information:

\* Officer position

\* Name of nominee

\* Contact information (day/evening phone number and email address)

\* Section / school

\* List of previous positions held (if any)

\* Provide a 200-word maximum candidate statement (why the candidate wants to be in the officer position and what they hope to accomplish)

\* Provide a 150-word maximum candidate history (qualifications and previous SWE leadership experience).

\* Photo

2. PRESENTATION OF SLATE

The Nominating Committee will request additional information of candidates and verify their eligibility based on the bylaws requirements for their respective position. The Officer Slate will be presented to Region D members by February 1st. The Senator and Governor election will appear on the Society ballot in April.

Additional candidates may be nominated by petition prior to February 20th if specific requirements are satisfied. Contact the Nomination Committee Chair or the Region D Bylaws for details.

3. ELECTION

The Nominating Committee will post the slate along with each candidate’s information on the Region D webpage. SWE Headquarters will distribute Professional and Collegiate electronic ballots separately to all Region D Section Representatives, MAL Representatives and Collegiate Section Presidents. Results will be announced at the end of May.

ROLE DESCRIPTIONS

The governor shall:

· Execute the business and policies of the region;

· Serve as the non-voting chair of the region council;

· Authorize the disbursement of region funds within the budget approved by the region council;

· Represent the region before the public;

· Be an authorized signatory on all region accounts; and

· Perform any other duties as may be assigned by the director of regions or the region council.

The lieutenant governor shall:

· Assume the duties of the governor if the governor is temporarily unable to serve;

· Provide guidance, and oversight to collegiate leaders in the region; and

· Perform such other duties as may be assigned by the governor or the region council.

The secretary shall:

· Maintain the records of the region;

· Have an up-to-date roll of the representatives at all meetings of the region council; and

· Perform other duties incident to the office of secretary, or as may be assigned by the governor or the region council.

The treasurer shall:

· Be responsible for the collection, distribution, and safekeeping of region funds;

· Prepare, maintain, and report as directed on the financial position of the region in relation to the approved budget;

· Submit a financial report to the Society in accordance with established procedures; and

· Perform other duties incident to the office of treasurer or as may be assigned by the governor or the region council.

The senators shall:

· Represent the voice of the region on Society issues and developments;

· Participate in all Senate meetings; and

· Report to the Region as necessary.

The region collegiate representative (RCR) shall:

· Serve as the primary point of contact for collegiate leaders and members in the region

· Serve as a voting member of the Region Council

· Facilitate Region Collegiate Meetings

· Attend the region and annual conferences

· Serve on the Region Collegiate Team and attend training provided by the Society

· Aid in succession planning for the region collegiate leadership roles

The region collegiate communications editor (RCCE) shall:

· Communicate to the region and society as the collegiate members' voice in SWE

· Maintain the region collegiate blog

· Attend the region and annual conferences

· Serve as the alternate region collegiate representative (RCR)

· Serve on the Region Collegiate Team and attend training provided by the Society

· Aid in succession planning for the region collegiate leadership roles

The region collegiate senator shall:

· Serve on the Senate to chart the strategic direction of the Society

· Attend Region Council meetings as a non-voting member

· Attend the annual conference and winter senate meeting

· Serve on the Region Collegiate Team and attend training provided by the Society

· Aid in succession planning for the region collegiate leadership roles

OFFICER REQUIREMENTS

Please refer to [SWE Regional Leadership Eligibility Requirements](http://societyofwomenengineers.swe.org/governance-documents/download/8-leadership-coaching/129-handout-swe-regional-leadership-eligibility-requirementsdoc) for information.

COMMUNICATION

It is important that all representatives have the correct information on file with the Region in order to receive your link. For those with voting rights, if you haven’t received emails from SWE Headquarters regarding the call for nominations or other election-related announcements, contact SWE Headquarters.

If you have any questions, contact me and I will respond within 2-3 days.

Regards,

Carissa Giblin

SWE Region D Nominating Committee Chair

cgiblin@voyagerlt.com