



Annual Scholarship Fundraiser Event

Title:	Scholarship Fundraiser Committee – Chair
Location:	Sacramento Metropolitan Area
Commitment Expectation:	2-3 hours per week
Time Frame:	August-May
Description	
<p>SWE Mission:</p> <p>The Society of Women Engineers encourages the pursuit of technical education and career skills to support the nation's ever-growing technological demands. SWE is a non-profit organization whose goal is to encourage women to achieve their full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force, and demonstrate the value of diversity.</p> <p>Event Description:</p> <p>Every year the Sacramento Valley Section holds an event to raise funds for the Scholarship Program in order to award scholarships to deserving young women in the field of engineering and computer science.</p> <p>Role:</p> <p>Manages the committee and the event. Updates President with progress.</p> <p>Duties:</p> <p>Event Planning</p> <ul style="list-style-type: none"> ❖ Schedule meetings, prepare meeting agendas, prepare meeting minutes and distribute to the committee. ❖ Solicit interest and volunteers from the membership for various tasks. See descriptions for the volunteer assignments below. ❖ Gather information for date, time and location of the event. Collect information on catering and event themes. ❖ Develop schedule to keep the committee members on task for the event. ❖ Coordinate with the Scholarship Committee Chair to include dates for posting applications, review by committee and selection of award recipients. ❖ Order and pay for food and gather other materials needed for the event, such as tablecloths, utensils, etc. <p>Event Hosting</p> <ul style="list-style-type: none"> ❖ Prepare some activities to keep attendees engaged. ❖ Ensure that all tasks are performed in timely manner. ❖ Greet attendees and prepare to host the event. <p>Skills Applicable:</p> <ul style="list-style-type: none"> ❖ Task and time management, effective communication, personable, friendly, attentive and dependable 	