**Region G RCR RCCE RCS Application Packet**

In this document you will find the following information for application for Region G RCR, RCCE and RCS

* Election Process
* Timeline
* Role description and requirements for each of the roles
* Application Form for FY17 RCR, RCCE and RCS Collegiate positions.

**Applications are due to the Region G Nominating Committee Chair, April Keene (keene\_april@bah.com) by February 1, 2016**.

If you have questions about any of the information or position, feel free to contact one (or all) of the Region G Nominating Committee members: **April Keene** ([keene\_april@bah.com](mailto:keene_april@bah.com)), **Lindsey Montanari (lnm2525@gmail.com), Lisa Rimpf (lmrimpf@hotmail.com), and Mary Ann Walsh (maryann.walsh@swe.org).**

Election Process (per Region Collegiate Leader Election Procedure 11/24/13)

Candidates for region collegiate leadership positions shall be solicited and vetted by the Region Nominating Committee. A call for candidates shall be sent to all region collegiate members, with SWE Counselors and Faculty Advisors and region officers copied. Applications will be solicited online beginning no later than January 1, and shall remain open through at least February 1.

The only candidate requirement is to be a collegiate member of region (undergraduate or graduate student) during their term. However, the Region Nominating Committee has the duty and the right to arrange the candidates on the ballot in the Society’s best interest. Desirable traits for successful region collegiate leaders include:

* Member for 2 or more years
* Demonstrated active involvement in SWE activities (leadership in collegiate section and/or participation in region and/or Society committees)
* Good academic standing
* Ability to travel to required events (Annual and Region Conferences for RCR & RCCE, In-person Senate meetings at Annual Conference and in the Winter for RCS)

The Region Nominating Committee collects a candidate statement and photograph suitable for distribution with the ballot. Additional candidate information requests are at the discretion of the committee.

The Region Nominating Committee will inform all applicants whether they have been selected for the slate prior to providing the slate and candidate information to SWE Headquarters, no later than March 1

Elections shall be managed by Society headquarters. The collegiate section presidents of the region as of March 1 shall elect each position. Ballots shall be distributed electronically at least two weeks prior to the required return date. A plurality shall elect for each position. Write-in votes for eligible candidates shall be allowed. In the event of a tie, the election for that position shall be determined by lot.

Timeline

The following table outlines actions and associated timeframes for the region collegiate leader election process.

|  |  |  |
| --- | --- | --- |
| **Date** | **Owner** | **Activity** |
| December 7 or before | Region Nominating Committee Chair | Send eblast request for “Call for Candidates” to SWE HQ |
| December 15-20 | HQ | Call for Candidates is published (unique to each region) |
| Jan 10 | Region Nominating Committee Chair | Optional: 2nd Call for candidates eblast request to go out just after Martin Luther King, Jr Day. |
| Feb 1 | Applicants | Applications due |
| Feb 21 | Region Nominating Committee | Applications reviewed and candidates selected |
| Feb 28 | Region Nominating Committee | Applicants informed whether they have been selected as candidates. |
| March 1 | Region Nominating Committee Chair | Provide candidate information to SWE HQ |
| April 15 or before | HQ | Online voting results will be announced by SWE HQ to all collegiate members of the region as well as the Region Governors, Faculty Advisors, and Counselors. |

Detailed Role Descriptions

# Region Collegiate Representative – 2 for Region G

* Serve as primary point of contact for collegiate leaders and members in the region
  + Flow information from SWE Society and Region leadership to collegiate sections
  + Assist collegiate leaders in their roles by answering questions, facilitating best practice sharing, and helping to connect them with appropriate resources.
* Serve as a voting member of the Region Council
  + Attend all Region Council Meetings (face-to-face at Annual and Region Conferences, telecons between)
  + Maintain contact (preferably monthly) with the Governor
  + Submit reports to the Region Governor (for SWE Board of Directors BOD meeting) on progress toward RCT goals and information from the collegiate sections
    - In regions with two RCRs, it is recommended that each RCR be responsible for no fewer than 40% of the collegiate sections within the region.
* Serve on the Region Collegiate Team
  + Participate in regular telecons
  + Mentor Region Collegiate Communications Editor (RCCE) as alternate RCR
  + Provide input to RCCE for Region Blog
  + Make sure collegiate interests are addressed in region conference offerings
* Attend training sessions via webinar over the summer and at the region leadership meeting
* Attend the Society’s Annual Conference
  + Set Agenda for and facilitate Region Collegiate Meeting
* Attend Region Conference
  + Set Agenda for and facilitate Region Collegiate Meeting at the Regional Conference
* Aid in succession planning for region collegiate leadership roles
  + Assist Region Nominating Committee in soliciting candidates
  + Transition duties to new RCR

# Region Collegiate Communications Editor

* Communicate to the region and society as the collegiate members’ voice in SWE
* Maintain Region Collegiate Blog
  + Encourage and help Governor, RCR, and RCS write two posts for the blog per year.
  + Maintain monthly “Hot Topics” which will be decided as a group by the year’s RCCEs due by the 15th of each month.
  + Edit and post section updates (encourage sections to send updates twice a year).
  + Encourage region members to subscribe to blog
  + Coordinate with Region Webmaster and other leadership on online presence.
* Serve on the Region Collegiate Team
  + Participate in regular telecons
  + Take minutes for the RCT
  + Assist the members of the RCT in getting information out to collegiate sections and members through the blog and social media
  + Make sure collegiate interests are addressed in Region Conference Offerings
* Attend training sessions via webinar over the summer and at the region leadership meeting
* Attend the Society’s Annual Conference
  + Assist the RCR in facilitating Region Collegiate Meeting
* Attend Region Conference
  + Assist the RCR in facilitating Region Collegiate Meeting at the Regional Conference
* Serve as the alternate RCR
  + Stay informed on the happenings of the Region Council and the collegiate sections should it be necessary to step in as RCR
* Aid in succession planning for region collegiate leadership roles
  + Assist Region Nominating Committee in soliciting candidates
  + Transition duties to new RCCE

# Region Collegiate Senator

* Serve on the Senate to chart the strategic direction of the Society
  + Attend all senate meetings, conference calls and training sessions
  + Come prepared to all senate meetings
    - Read all provided materials in advance
    - Discuss among senators and region membership in advance
  + Vote on the senate minutes and any other motions presented electronically or by mail
  + Regularly participate on the senate committees and task forces
* Attend Region Council meetings as a non-voting member
  + Along with the 2 Professional Senators, report, review and summarize Senate bylaws amendments and motions, Senate meeting results, and Mega Issues white papers
* Serve on the Region Collegiate Team
  + Participate in regular telecons
  + Inform the team of the key issues the Senate is working on, especially as they affect collegiate members
  + Provide input to RCCE for Region Blog
  + Make sure collegiate interests are addressed in Region Conference Offerings
* Attend training sessions via webinar over the summer and at the region leadership meeting
* Attend the Society’s Annual Conference
  + Attend the Senate meeting
* Attend Winter Senate meeting
  + Assist the RCR in facilitating Region Collegiate Meeting at the Regional Conference
* Aid in succession planning for region collegiate leadership roles
  + Assist Region Nominating Committee in soliciting candidates
  + Transition duties to new RCS

**FY 17 Region G RCR, RCCE, and RCS Application Form**

Please complete all questions below and send to the Region G Nominating Committee Chair, **April Keene (keene\_april@bah.com)** along with a photo by midnight (CST) February 1, 2015.

I will be a collegiate member of region G (undergraduate or graduate student) during the term (July 1, 2016 – June 30 2017).

The following are desirable qualifications for these collegiate leadership positions. Please check all that apply below:

Member for 2 or more years

Demonstrated active involvement in SWE activities (leadership in collegiate section and/or participation in region and/or Society committees)

Good academic standing

Ability to travel to required events (Annual and Region Conferences for RCR & RCCE, In-person Senate meetings at Annual Conference and in the Winter for RCS)

|  |  |
| --- | --- |
| **Name:** | **SWE Member #:** |
| **University**:  **Major**:  **Year in School**:  **Graduation Date**: | **Telephone Number:**  **Email Address**: |
| **Please specify position for which you are applying:** |  |

**List SWE leadership positions you have held and describe your contributions. (Include section, regional and Society leadership positions.):**

**List other leadership positions you have held and describe your contributions:**

**What would you bring to the position of RCR, RCNE or RCS?**

**Why do you want to be an RCR/RCCE/RCS?**

**What does SWE mean to you?**

**How many SWE conferences have you attended?**

**What are your interests outside of SWE?**

**Please provide a Candidate Statement (400 words max) which highlights your accomplishments and qualifications for the role.** (To be used on the ballot should you be named a candidate by the Region Nominating Committee. Suggested items to include: your name, major, year in school, why you want the position/qualities you will bring, past leadership experiences (within SWE or other).)

**Signature:**

**Please type your name in the box above.**

**END**