

Graduate Women In Science Hawaii (GWISH) Executive Council Positions and Descriptions FY 2021-2022

To nominate yourself or someone else for any of the following positions, please fill out [this form](#).

PRESIDENT

- * Accountable representative of the Graduate Women in Science Hawaii nonprofit organization, responsible for legal duties, possess signature authority, uphold the organization constitution and by-laws.
- * University of Hawaii RIO (Registered Independent Organization) Point of Contact
- * Plan events related to the organization goals with help from the EC
- * Serve as point of contact through GWISH Gmail account, and update the website as needed
- * Set goals for the EC and delegate tasks to execute functions as needed

VICE PRESIDENT

- * Act as a partner to the President, dividing up tasks and overseeing operations as well
- * Book club coordinator

SECRETARY

- * Keep minutes for all organization meetings
- * Serve as head of membership (inputting new members' information and welcoming them)
- * Coordinate the newsletter and email communications to the GWISH members and broader listserv

TREASURER

- * Oversee the organization budget, keeping track of account balance, including membership dues, fundraisers, reimbursements, etc.
- * File annual tax postcards
- * Plan and execute fundraising activities
- * Registered member on the organization bank account

DEVELOPMENT COORDINATOR

- * Create and host events related to academic and professional development
- * Coordinate Writing Group and/or other support groups for GWISH members

OUTREACH COORDINATOR

- * Work with on campus and off campus groups to plan and implement STE(A)M educational events for the community.
- * Establish new opportunities for outreach with potential partners.
- * Prepare and deliver engaging STEM education material based on science that are appropriate to audience age and background.
- * Ensure inclusivity for every student – “regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, income, national origin, race, or sexual orientation (adapted from Missouri River Relief)” – to provide the opportunity to have an engaging and fun STEM experience with GWISH’s educational material.

SOCIAL MEDIA COORDINATOR

- * Create flyers for events and post to all social media sites (IG, FB and Twitter)
- * Promote events regularly leading up to them (by resharing on IG story, FB post or retweet)
- * Take pictures at all events and upload them to social media
- * Manage Facebook, Instagram, and Twitter accounts to connect with our community, with local universities, with other UH RIOs, and with women in STEM.
- * Reach out to members once a month and do a “member spotlight”
- * Other miscellaneous tasks related to keeping GWISH connected to other RIOs at UH Manoa as well as other groups in our broader STEM and Hawaii communities