

DAWEG Board Positions Descriptions.

Here are the descriptions of the proposed DAWEG Board Positions (in no particular order):

Please email daweg.chair@gmail.com if interested.

DAWEG Treasurer

1. Must be a DAWEG member for at least six months.
2. Good financial, business, and math skills.
3. Liaise with APEGBC on division's financial and accounting duties.
4. Keep detailed records of DAWEG expenses; subject to APEGBC's audit.
5. Liaise with DAWEG chair as needed.
6. Manage annual financial reports for the AGM.
7. Commit a minimum of 1-2 hours on average per week to the job.
8. Willing to commit for at least 1 year to this role.
9. Willing to train and mentor their successors.

DAWEG Secretary

1. Must be a DAWEG member for at least six months.
2. Good communication and writing skills.
3. Able to attend DAWEG meetings in person and take minutes.
4. Assisting DAWEG chair in her activities by compiling newsletters, etc.
5. Manage DAWEG'S general administrative affairs.
6. Commit minimum 3-4 hours on average per week to the job.
7. Willing to commit for at least 1 year.
8. Willing to train and mentor their successors.

DAWEG Outreach Coordinator:

1. Must be a DAWEG member for at least six months.
2. Able to attend DAWEG meetings in person or by phone.
3. Ensure DAWEG's presence and participation in a minimum of one outreach event every three months.
4. Ensure that at least one outreach event targets females aged 8-17
5. Coordinate with external organizations to ensure DAWEG's presence at outreach events.
6. Liaise with DAWEG's Volunteer Coordinator to ensure DAWEG's participation in outreach events.
7. Willing to commit for at least 1 year.
8. Willing to train and mentor their successors.

DAWEG Volunteer Coordinator

1. Must be a DAWEG member for at least six months.
2. Good Communication and interpersonal skills.
3. Coordinate volunteers for DAWEG's initiatives.
4. Commit minimum 3-4 hours on average per week and more hours required leading up to DAWEG initiatives.
5. Willing to commit for at least 1 year.
6. Willing to train and mentor their successors.

DAWEG Webmaster

1. Must be a DAWEG member for at least six months
2. Maintain and upgrade the DAWEG.com website
3. Upload news, announcements, documents, and photos
4. Liaise with other DAWEG members for information and feedback
5. Implement modifications using HTML, Javascript and graphics manipulation software
6. Keep the site current with latest technologies to ensure mobile and cross platform functionality
7. Review usage statistics
8. Commit minimum 1-2 hours on average per week to the job
9. Willing to commit for at least 1 year
10. Willing to train and mentor their successors.

DAWEG Event Committee Coordinator

1. Must be a DAWEG member for at least six months.
2. Good Communication and interpersonal skills.
3. Coordinate volunteers for DAWEG's events.
4. Coordinate all aspects of event planning.
5. Commit minimum 3-5 hours on average per week and more during DAWEG events.
6. Willing to commit for at least 1 year.
7. Willing to train and mentor their successors.