Newsletter
by Bianca van der Merwe

UOW WIE events:

Annual General Meeting (AGM)
23 September 18:30 (THIS Wednesday)
1-G02
FREE Pizza will be provided.
2016 executive committee will be elected. If you wish to be elected for a position it is vital to attend the AGM. More information on roles blow.
Facebook event: Click here

Engineers Australia:

FREE membership for all undergraduate students! Memberships allow for engineering news and events! To sign up click here!

Join Young Engineers Australia Illawarra on Facebook for upcoming events around you!
Click here

Committee Introduction Night
7 October 17:30-19:00
Humber (226 Crown Street, Wollongong)
Cost? FREE
Interested in joining the Young Engineers Australia Illawarra Committee? Email yeaii@engineersaustralia.org.au with: Your name, why you would like to join the committee and what you can bring to the group. Then join YEA on the 7th for a meet and greet.
More info: Click here

Find us on Facebook

Engineers Australia continued:

Young Engineers Share
14 October 18:00
UOW Main campus, Building 6 (SMART), Room 105
Cost? FREE. Refreshments provided. Speakers: Andrew Short, Abhiruchi Chhikara, Matthew Dawson
More info/register: Click here

Survey by GradAustralia

Help WIE distribute this survey! Every survey completed is $2 sponsor towards WIE. Any student at UOW can do it. Each person will also go into the draw to win a prize!

Click here for the survey
Thank you 😊

WIE Mentoring Program:
This year UOW WIE started a mentoring program for its 1st and 2nd year students. Mentors will be from the society and will be in their 3rd year or above. Mentees will receive one on one support and guidance throughout the year to ease their transition into Uni and in particular engineering. We are very excited about the program and encourage all 1st years to sign up.

To sign up please email Theresa Verkerk (tjev291@uowmail.edu.au)

Find jobs!! CAREERHUB

Have news to share?
Email Bianca van der Merwe at bvdm443@uowmail.edu.au
Or through Facebook

Contact us:
Katie Menzies (president) 0448 928 822
km003@uowmail.edu.au
Or through Facebook
UOW WIE ROLES 2016

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Media Coordinator
6. Mentoring Coordinator
7. Schools Liaison
8. 2nd Year Representative
9. Physics Representative
10. Maths representative
11. IT representative
12. International Students Representative
13. Faculty Liaison
14. Social Events Coordinator
15. Careers Liaison
16. Post Grad Representative
17. Male Representative
18. Recruitment officer
1. President (currently Katie Menzies)

It is vital that the president of the society is very passionate about fulfilling the society’s objectives and driving the society towards success. They would need to be willing to spend a few hours per week managing the society and ensuring action items are being attended to. It is the president’s role to organise meetings at a time that suits other executive members including booking the room and making an agenda. It is also the president’s role to check in with other executives to see if they need assistance with delivering a particular task and make sure you can’t support them where needed. The president should have good communication skills and be confident with making decisions about the society. This role is reasonably intensive however if you are passionate it will be one of the most rewarding experiences you will have at uni. You will always be welcome to contact the 2015 president (Katie Menzies) if you have any questions about the role or the society, I will always be happy to give advice.

2. Vice President (currently Jess Davis)

Attending all meetings, taking the minutes if the secretary is unable to attend.

Check emails DAILY. I recommend having your emails linked to your phone so you can get notifications instantly and respond to things that need attention quickly.

If the President is away/unable to fulfil duties, Vice President also takes on all of their roles/responsibilities. Eg: Katie (President) went to India over the mid-semester break, I was then the main point of contact for the club and handled things while she was away.

Regularly liaise with the President

Keep the President up to date with everything you are doing. CC the President in on all relevant emails.

The President may have too much to do at certain times throughout the semester, and can delegate some of their tasks to the Vice President Eg: Sending out newsletters, running meetings, doing up rosters for events etc.

Your main job is to help out the President in any way you can!

Attend CSE events that require executive attendance. As an executive you will receive emails from CSE regarding these.

3. Secretary (currently Magella Wendt)

Support other executive members in organising, managing and communication.

To attend, actively participate in all meetings

take minutes at every meeting, type them up into a readable format and share with the society.

Best Part of Role: This is a pretty straightforward position, that allows you to see the inside of the goings on of a committee, without too much of the work that some of the other positions attract.

Professional Development Opportunities: You gain organisation and management skills. Plus it looks great on your resume.

4. Treasurer (currently Sarah Gilbert)

The role of Treasurer is that of managing the clubs income and expenses.

Responsibilities:

Learn the funding guidelines for CSE and Faculty SAF funding

Attend the Faculty SAF funding meetings (two per semester)

Attend all WIE meetings

Apply for funding

Track expenses

Chase up receipts

Submit receipts to CSE

Organise reimbursement

Remember the funding limits and remind others when needed

Write and present Treasurers report at AGM

5. Media Coordinator (Currently Bianca Van der Merwe)

As the media coordinator you will be responsible for the UOW Women in Engineering Facebook group, advertising the group on flyers and communicating with members via the group. A detailed handover document will be provided to give advice to ensure ease of entering the role.

Also, as the media coordinator you will be in charge of the WIE website which involves posting events online as well as uploading the newsletter. The most active part of the media coordinator will be the fortnightly newsletter that gets distributed to all WIE members. Detailed step by step instructions will be given in the handover document to assist where possible.

I enjoyed my role as the media coordinator of 2015, it is a hands on role as all events/activities needs to be advertised and member engagement should be encouraged.
6. Mentoring Coordinator (currently Tessa Verkerk)
As the coordinator for the WIE Mentoring Program you will be required to pair 4th and 3rd year members wanting to be mentors to 1st and 2nd year members who would like to take part in the program.
Keep an updated document to track mentors and mentees.
Organise a couple of events for the program
Promoting the initiative and signing new members up at events such as O-week, Clubs day, and O-day
Ensure that participants are satisfied with the program.

7. Schools Liaison (currently Morgan Woods)
This position, as inferred in the name, entailed seeking out, managing and liaising with schools in order to organise presentations, events and visits.
You will have to manage a team of committee members for all of your events, whether it be WIE members going to the school to have a chat with the kids, or organising a bus full of school kids coming to the university to suss out what we do in engineering. Good communication is key to this position, mostly so you can coordinate events with the schools but also to hit up a team of members to help you out
Typical Challenges Faced: Seeking out other society members to take part or help out with the schools. Requires leadership and good communication skills.
Best Part of Role: Being exposed to a variety of people and tasks. You have the opportunity to talk to people across a range of ages, and be able to be as far in the background as you want or be up there giving the presentations yourself.
Professional Development Opportunity: You will develop management, leadership and organisational skills through organising various events and a variety of people (uni students, teachers, kids).

8. 2nd Year Representative
As the title suggests this position is open to an EIS student who is interested in helping creating a positive, inclusive environment for all people studying STEM degrees in the EIS faculty. This executive member will ensure that the society is meeting the needs of female society members who are in their 2nd year of their degree and potentially organise events targeted at this demographic.
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives

9. Physics Representative
As the title suggests this position is open to a student studying a physics degree and who is interested in helping creating a positive, inclusive environment for all people studying STEM degrees in the EIS faculty. This executive member will ensure that the society is meeting the needs of female society members who are studying a physics degree and potentially organise events targeted at this demographic.
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives

10. Maths representative
As the title suggests this position is open to a student studying a maths or applied statistics degree and who is interested in helping creating a positive, inclusive environment for all people studying STEM degrees in the EIS faculty. This executive member will ensure that the society is meeting the needs of female society members who are studying a maths or applied statistics degree and potentially organise events targeted at this demographic.
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives

11. IT representative
As the title suggests this position is open to a student studying a computing or IT degree and who is interested in helping creating a positive, inclusive environment for all people studying STEM degrees in the EIS faculty. This executive member will ensure that the society is meeting the needs of female society members who are studying computing or IT degrees and potentially organise events targeted at this demographic.
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives.
12. International Students Representative
As the title suggests this position is open to an international STEM student who is interested in helping creating a positive, inclusive environment for all people studying STEM degrees in the EIS faculty. This executive member will ensure that the society is meeting the needs of international female students in an inclusive and supportive way. They would be required to attend all society meetings and should have an interest in creating events/initiatives for female international students studying EIS degrees.
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives.

13. Faculty Liaison (currently shared between Katie, Jess and Bianca)
This role involves collaborating with the faculty for events, programs etc. This would involve organising things like a free lunch for women within the faculty, open day stalls or any other events the faculty may be interesting in running with the support of the WIE society. Like every position, it is up to the person to decide what events they would like to propose.
Required to liaise with the faculty about student opportunities. The president will regularly forward emails from the faculty regarding new opportunities for the society which the faculty liaison will take on and co-ordinate.
Recommended that this person runs at least one event per semester in conjunction with the faculty, such as a free lunch
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives.

14. Social Events Coordinator
As the social events coordinator you will coordinate the organisation of events. This will involve recruiting volunteers and if you are unable to be the event host, to organize one of the volunteers to be the host.
The main aim of social events is promote and form closer networks within our society, and also with other societies for collaborative events. (Eg: Lawn bowls EIS clubs/societies coming up 11 Sept).
You may be required to organise and purchase items such as food and disposable plates for a social event, for which you would have to keep receipts and give to the treasurer for reimbursement.
You will have to keep in contact with the Media Executive for help with design and printing of flyers, and other ways to promote your events.

15. Careers Liaison (currently Jessica Davis)
This year Jess took on the role of working with UOW Careers Central to bring members the Women in Engineering Morning Tea, and the Engineering and IT (EIS) Careers Expo. This was a highly intensive role with a steep learning curve. “It was a very rewarding role in which I learned a lot, and made a lot of great contacts for myself and the club both within the Uni and externally”. The morning tea and Expo were highly successful for the club with lots of media promotion following the events, including interviews with WIN TV, ABC Rural Radio and Online and UOW TV.

While working in the Careers Central office from 1-3 days per week leading up to the event, roles included:

Organising the funding proposal for the event to be submitted during a SAF funding round, (there are 2 rounds each semester, funding is allocated based on votes from all EIS clubs), and attending the meeting for the SAF funding allocation. President and treasurer can help out with this also.
Drafting documents such as website content for the event, exhibitor documents, exhibitor invitations, student handouts, emails to students, signage, marketing material etc.
Liaising with other relevant bodies at the University including UniCentre (catering and venue hire), CSE (regarding funding), SportsHub, FMD (facilities management division), St George (from the St George Hub in building 11).
Liaising with our event partner (Defence Force Recruiting) before the event to make sure they were on board with our plans for the Morning Tea, and afterwards to ensure that we had fulfilled our partnership agreement and to discuss future collaboration with the club.
Being readily available outside of working hours for Careers Central to contact you (Sofie was my main point of contact) to discuss changes, updates or things that needed to be done.
Purchasing various items that get approved in the funding proposal. The receipts need to be submitted to CSE and they will reimburse the club account with the money. Treasurer can help out with this aspect of the role.

This role was really rewarding, and I actually received ongoing employment at Careers Central as a result. It is a great way to get your profile out there within the Uni and externally to potential employers.
To the person who takes on this role, I would recommend they have the following:
- Have good organisational skills
- Be comfortable interacting with people from across a wide range of industries
- Confident enough to maybe give a short introduction to events/speak to the media when necessary.
16. Post Grad Representative
As the title suggests this position is open to a post graduate STEM student who is interested in helping creating a positive, inclusive environment for all people studying post grad degrees in the EIS faculty.
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives

17. Male Representative
As the title suggests this position is open to a male STEM student who is interested in helping creating a positive, inclusive environment for all people studying degrees in the EIS faculty. This executive would be particularly interested in trying to engage other male students with the society.
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives

18. Recruitment officer
This position would involve promoting the club to future members and trying to increase the number of members. They would be responsible for organising stalls at clubs day, O-week and other campus events as well as general promotion of the society.
Required to attend all meetings
Should be keen to get involved in helping organise events and initiatives
Organise O-week and clubs day Stalls
Employ initiatives that help increase membership numbers