

# WOMEN IN INDUSTRIAL AND SYSTEMS ENGINEERING (WISE) CHARTER

## **OFFICER HANDOVER:**

If you are reading this, then you are either a WISE officer or are considering joining us! Congratulations / welcome! ANYBODY can be an officer! [to become a member, just click 'join' on [GobblerConnect](#)].

Officer roles open for candidates every April. WISE will push out a call for applications and prospective applicants will fill out a form indicating what role(s) they are interested in and why. These applications are reviewed and then voted on by current WISE officers.

These applications will be reviewed through a blinded process. E.g., an officer will blind the applications for the other officers and then that officer will abstain from the vote. Existing officers who wish to stay in their role or change roles will abstain from votes on that role and their own applications cannot mention their WISE service to date.

Once votes have been cast, the one officer who is aware of the names for each application will reach out to each student with a formal invitation. Should the invitation be accepted, that student will assume their role starting the following August. NEW OFFICERS are required to have a 'handover' meeting with the current officer before May 8th in order to discuss existing projects and role expectations.

If you have any questions or concerns about this process, let us know at [emerald@vt.edu](mailto:emerald@vt.edu).

## **OFFICER ROLES:**

### **General pertinent information regarding roles and expectations:**

- Virginia Tech requires the officer body to contain at LEAST a President and Treasurer to maintain good standing as a registered student organization. Anything above that is up to us and can fluctuate from year to year. (If you have a lot of undergraduate students, perhaps a graduate liaison is meaningful for that year, etc.)
- We are also required to have at least one "Authorized contact" – this can be the President or Treasurer (or anybody else). You can have as many authorized contacts as you want.
- We are required to have at least 5 members above and beyond the President and Treasurer to maintain our student group status.
- Undergraduate OR graduate students can serve as officers.
- WISE is expected to have at least one formal event and one social event each semester, totaling FOUR events a year (at least).
- Every March-April, all student groups must undergo re-certification with the university. This typically entails a 1-2 hour training and filling out some forms. Emails regarding this will go to the Treasurer and President, but this process can be done by any officer.
- Every February-March, WISE conducts a survey of the ISE department to determine future directions for the next year based on evidenced need.

- Officers are expected to come to biweekly meetings and engage with the responsibilities of their role. More information can be found below:

### **Member**

- Members can join at any time for free. All they need to do is click “join” on [GobblerConnect](#).

### **President\* (required role for student group to maintain good standing)**

- WISE President must also sit on the ISE departments Diversity, Equity, and Inclusion (DEI) Committee. This committee meets once every 2 weeks. This is a critical partnership that affords WISE many more opportunities and privileges including all of WISE’s funding. The president is responsible for being an authorized contact and for strategically synthesizing other officer tasks (making sure the social and formal event chairs don’t schedule events at the same time, etc.). The president ensures there are WISE events/movement and supports officers in their additional work to grow WISE. The President is also responsible for making sure WISE maintains its university registration as an RSO by doing the mandatory trainings and filling out the requisite paperwork each year. President finally assists VP in process for new officers in the Spring.

### **Vice President**

- The VP supports the president in managing university requirements and in delegation of tasks. VP further supports the event and formal chairs as needed to facilitate relevant events. Finally, VP is responsible for administering the FWCA scholarship (a once a year application process usually getting ~5 applications) and working with the president to disseminate funds to students. Vice president AND president are responsible for creating the call for future officers in the middle of the Spring semester and ensuring all current officers have a hand-off meeting with the incoming replacement for their role before the spring concludes.

### **Treasurer\* (required role for student group to maintain good standing)**

- The treasurer is responsible for maintaining the WISE bank account for WISE events. Each year, WISE is allocated a budget. Ensuring we are within that budget is the purview of the treasurer. Further, the treasurer helps outline university-appropriate uses for funds. Treasurer MAY engage in fundraising activities if they see opportunities.

### **Secretary**

- Should there be a secretary, they will be like a program manager. They will be responsible for maintaining a WISE calendar with events, managing advertisements to students for events, and forwarding requests from other student groups to collaborate to the relevant event chair. The secretary can also be involved with the formal/event chairs in communications regarding co-sponsored events. The secretary is in charge of photos from events, maintaining role-sheet documents, and for ensuring relevant materials are maintained on the WISE google drive (save example advertisement flyers, getting event chairs to upload relevant planning materials for their events so they can exist again in the future).

### **Event Chair:**

- Event chair can be one person or two. We recommend splitting this role into two to offset the workload. E.g., the formal event chair can focus on finding compelling formal activities like

negotiation workshops, while the social event chair can focus on more social events like happy hours. Any events can be blended events with social/formal elements like the yearly WISE dinner.

### **1. Social Event Chair**

- Social event chairs plan any social events for WISE. Happy hours, coffee breaks, the WISE dinner, etc. At a minimum, the social event chair is responsible for planning the yearly WISE dinner and ensuring that we schedule it around Dr. Eileen Van Aken's schedule. She is our greatest supporter, and it is because of her that we have dinner funds in the first place. We need at least 1 social event each semester (the dinner counts as one for the Spring).

### **2. Formal Event Chair**

- The formal event chair plans any formal events for WISE. Workshops, invited speakers, etc. The formal event chair is responsible for at least one formal event each semester. The WISE dinner is an interesting opportunity to invite a speaker to start the dinner with.

### Representative Chairs:

ISE is a broad umbrella term to denote several specializations. Thus, there are specific liaison chairs to ensure that the needs of each specialization are being met or catered to. These roles can be absorbed if so desired but there can also be redundancy (e.g., if the secretary is an operations research student, then you do not need an OR liaison).

#### **1. Human Factors Liaison (Typically grad student)**

- This is a student in the human factors track that represents the voices of HF students.

#### **2. Operations Research Liaison (Typically grad student)**

- This is a student in the operations research track that represents the voices of OR students.

#### **3. Management Systems Liaison (Typically grad student)**

- This student is in the management systems track and represents the voices of the management students.

#### **4. Manufacturing Liaison (Typically grad student)**

- This student is in the manufacturing track and represents the voices of the management students.

#### **5. Undergraduate Liaison (Typically undergrad student)**

- The undergraduate curriculum is broad and distinct from the grad program. This student represents the voices of undergraduate students.

### University-Collaborative Chairs:

#### **ISE Diversity, Equity, and Inclusion Committee**

- The WISE president sits on ISE's DEI committee (see president description above for more details).

#### **Mental Health Coalition:**

- In short, it is a group composed of representatives from various student organizations and departments that students interact with that meets monthly to engage in meaningful dialogue regarding mental health on campus. ANY OFFICER can doubly serve as this role. More than

one student can serve as this role. For additional information about the goals of the Coalition please see the following link:

<https://hokiewellness.vt.edu/students/outreach/mhc.html#>

### **OTHER?**

- Don't see a role that speaks to you but you have some ideas? WISE is open to new ideas for prospective officer roles. As long as there is at least a President, Treasurer, and compelling reason for the new role, there's no reason why we can't create / absorb roles as necessary. Perhaps a Collaboration Chair for co-events would be helpful, etc. Have an idea? Let us know!
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### **EVENTS:**

WISE employs a dual-strategy framework for event hosting, seamlessly integrating social and formal gatherings to enrich member experiences and advance professional growth. This strategy harmonizes the fostering of social bonds with the cultivation of professional networks. Social events serve as vibrant platforms for fostering camaraderie, facilitating networking opportunities, and nurturing social engagement among WISE members and distinguished guest speakers. Each semester, WISE commits to hosting at least one formal and one social event, ensuring a minimum of four dynamic occasions annually.

Examples of social events include:

- Happy Hour, an open event where all ISE students and faculty can go to a local restaurant as a large group and informally mingle
- Annual WISE dinner that is covered by WISE. Members only event that lets specifically WISE members connect with faculty, staff, and other students outside of their specialization or academic level
- Crafting Events, such as cookie decorating and Valentine's card making events, serve as social mixers with an opportunity to be creative

Formal events provide opportunities for professional and academic development. Examples include:

- Graduate Student Panel, an open event for all ISE students to learn about graduate school from the perspective of graduate students, professors, and academic counselors in ISE
- Negotiation Workshop, an open event for all ISE students to develop negotiation skills for prospective industry jobs and build confidence
- A Methodological Approach to your Dissertation: Conference and Practical Workshops, an open event for all potential and current PhD students, as well as advising faculty to learn effective ways of conducting research and drafting dissertations

Mixed events offer a blended experience of both social and formal elements. This typically entails adapting

an existing event like by having a brief guest speaker at the WISE dinner, etc. We so far have one event

that is ALWAYS a mixed event:

- Coffee Breaks: The ISE department hosts guest speakers from other institutions. Coffee Breaks are an opportunity after their talk to mingle with the guest speakers. Refreshments are provided by the DEI committee.

#### COLLABORATION EVENTS:

When possible, it is beneficial to host collaborative events with other student groups or institutions on campus. Previous collaborations have included hosting events with HFES, Alpha Pi Mu, and the RI ISE DEI committee. This can help create a more well-rounded set of event offerings, as well as help share the load of event hosting with other groups. Sometimes this even entails a WISE event of gathering together and us going to another student group event.

#### FWCA SCHOLARSHIP:

WISE (in partnership with the DEI committee) offers scholarships to attend the Faculty Women of Color in the Academy (FWCA) Conference. We have ~\$2,000 to cover ~5 registrations each academic year. This process entails:

1. Advertising the opportunity to WISE members only
2. Taking applications for the scholarship
3. Double-blind reviewing the applications
4. Reaching out to the conference registration chairs to inquire about getting an invoice for conference fees (this removes the financial burden from the student to bear the upfront cost as now we can pay for it entirely instead of reimbursing).