SWEA briefly

SWEA, Swedish Women’s Educational Association Inc., is a global non-profit organization for Swedish speaking women who live or have lived abroad.

We gather to enjoy our Swedish language, background and culture. SWEA is both a meeting point and a safety net with links all over the world, making life abroad easier, providing support when arriving in a new place or when returning to the home land.

SWEA’s objective is to protect the Swedish language, support and inform about our culture and traditions. Also SWEA will act as an intermediary in supplying personal and professional contacts and establish a network for its members throughout the world.

SWEA supports education through scholarships and various projects with a Swedish connection.

Today SWEA has approximately 8,000 members in 76 local chapters in 34 countries on six continents.

The organization was started in Los Angeles in 1979. Princess Christina, Mrs. Magnuson, is Honorary President.

President since 2002: Christina Moliteus, USA

FÖRSLAG till arbetsintyg på engelska

To whom it may concern

Anna Andersson has held the post of Secretary in the SWEA Boston Board from September 1999 to June 2001. She is now leaving her position, as she is moving back to Sweden.

SWEA Boston has over 240 members and is one among 76 local chapters worldwide.

The duties of the Secretary have included sending out summons and agendas, keeping minutes at the monthly meetings, and to report by mail and e-mail to the SWEA International head office. Anna has also been responsible for obtaining and copying activity reports presented at the annual meeting.

Anna has also been a member of the SWEA Boston Scholarship Committee. Each year our chapter donates USD 4,000 to an American college student in order for that person to be able to study in Sweden.

Anna has been an enthusiastic and popular member of the board and she has a sense of duty and attention to detail. This, in combination with her friendly nature and pleasant attitude towards her surroundings, makes it a pleasure to warmly recommend her for future employment or commissions.

Boston, February 1, 2002

Karin Karlsson
President, SWEA Boston
Några förslag på arbetsbeskrivningar att användas i arbetsbetygen

PRESIDENT

- Been responsible for and presided over the chapter and its activities.
- Chaired all board meetings and been member ex officio in all committees
- Member of Regional Board of Directors in SWEA International
- Participated at Regional Meetings as the representative of our Chapter.
- Been responsible for ensuring that the activities of our chapter conform to the objectives and rules of SWEA International.
- Co-signed checks of higher value together with the Treasurer.
- Responsible Editor for the member newsletter SWEA-Bladet and the website.

VICE PRESIDENT

- Assisted and when required acted in place of the President.

TREASURER

- Been responsible for the bookkeeping of income and expenditures from the bank accounts.
- Planned the yearly budget together with the board.
- Presented monthly cash reports to the board.
- Prepared yearly and semi-annual financial reports using Microsoft Excel. Worked with the accountant to file annual reports.
- Transferred membership dues to SWEA International and together with the Membership officer made sure that member information was submitted to the SWEA International office.
- Been responsible for all cashier duties in connection with the annual Christmas Fair (gross income approx. $...)
- President of the Investing Committee. This committee is responsible for placing the funds in various investments. Been responsible for making sure that the recommended and by the board accepted investments were made.

EDITOR

- Been responsible for the planning, content and the production of our membership magazine
- Worked with a editorial group of three persons.
- Encouraged our members to submit photographs and articles.
- Planned space and placements of ads together with the person responsible for the advertising.
- Been well informed about the activities within the Chapter and has reported about the various program activities.
- The magazine has been produced using the software PageMaker 5.0 and PhotoShop 2.0
- Been responsible for distribution to our members and to the other 75 chapters in 34 countries on six continents.
- Been in contact with the advertising companies and done the layout layout work for some ads.
WEB MASTER

- Been responsible for design, production och frequent updating of the Chapter web site.
- The website has been produced using the software Microsoft FrontPage
- Encouraged members to submit photographs and articles.
- Been well informed about the activities within the Chapter and has reported about the various program activities.
- Has had good contact with our sponsors.

MEMBERSHIP SECRETARY

- Responsibilities included membership list, address book, name tags, and labels for mailings.
- Sent information about SWEA together with membership form to women who has expressed interest in joining the chapter, and then followed up with phone calls.
- Sent out welcome letters and informative material to new members.
- Together with the Treasurer submitted member information to the SWEA International office, and kept track of membership dues and address changes.
- Worked with Microsoft Word samt Excel.
- Encouraged new members to forward personal information to the Editor for the SWEA-Bladet magazine.

PROGRAMS

- Planning and preparing programs for the members, including cost analysis..
- Preparation of information and invitations to be published in the membership magazine, on the web site, or to be sent directly to the members..
- Collected invitation responses and fees.
- In cooperation with the hostesses and board members made arrangements with speakers, introduced them and thanked them.
- Handled menu selections and road maps, etc.
- Been in contact with museums, restaurants, and hostesses while planning various activities.
- Kept a binder with information on each program (cost, number of participants, menus, etc.)
- Full of ideas and very innovative. Programs under her tenure have included Cooking with a Chef, Hat Parade, Swedish Movie Night, and Walpurgis bonfire.

HOSTESS

- Been responsible for food and beverages at meetings and parties, including the annual meeting, Crayfish party, and Walpurgis celebration.
- Been responsible for items belonging to the organization, such as table cloths, table decorations etc and made sure they were properly stored.
- Made sure that all flowers, table cloths, candles, cutlery etc. have been available at each event.
- Made the necessary purchases within the budget.
- Together with a group of volunteers prepared the areas, laid the tables, decorated, served food and beverages and later made sure that the area was properly cleared and all SWEA items properly packed.