

FY19 and beyond Document Owner: Society Secretary	Process	Timing	Points of Contact (Start from Left to Right)			SWE Members Responsible	Website
			Society Committee/Group	Headquarters	Society Leadership		
Section/Affiliate Formation	Affiliate Renewal	Annual e-mail from Headquarters Engagement Services staff to the affiliate point of contact with renewal instructions included.	April - June		Membership@swe.org		Affiliate Point of Contact
	Affiliate Formation	Member(s) submit application paperwork to Headquarters Engagement Services for approval.	Ongoing	Leadership Coaching Committee SectionStartup@swe.org	Membership@swe.org		Affiliate Point of Contact http://societyofwomenengineers.swe.org/page/689-section-start-up
	Section Chartering	Headquarters Engagement Services staff facilitate the initial package for presentation to the Board of Directors for approval. Leadership Coaching Committee collaborates to catalyze section launch.	Ongoing	Leadership Coaching Committee SectionStartup@swe.org	Membership@swe.org	Board of Directors	Section Point of Contact http://societyofwomenengineers.swe.org/page/689-section-start-up
	Section Inactivation	SWE Headquarters Engagement Services staff and/or Leadership Coaching Committee and/or Finance Committee can elevate to their appropriate Board of Directors liaison following attempted resolution with the Section.	Ongoing	Leadership Coaching Committee leadershipcoaching-chair@swe.org	Membership@swe.org	Board of Directors	Society Bylaws: http://societyofwomenengineers.swe.org/about-swe
	Section Dechartering	Ethics Committee, SWE Headquarters Engagement Services staff and/or Leadership Coaching Committee and/or Finance Committee can elevate to their appropriate Board of Directors liaison following attempted resolution with the Section.	Ongoing	Leadership Coaching Committee leadershipcoaching-chair@swe.org	Membership@swe.org	Board of Directors	Society Bylaws: http://societyofwomenengineers.swe.org/about-swe
Administration and General Business	Annual Leadership Roster Submittal	Submitted by outgoing section/MAL president using Association Management System (AMS)	April - June		Membership@swe.org		Section/MAL President https://www.youtube.com/watch?v=Skb-mKpNcWw&list=PLYvUdOKoCBdeHLpRJTlQXrxfl0cWYabvb
	Annual Financial Report Filing	Submitted by outgoing section/MAL treasurer using Association Management System (AMS)	June - July	Finance Committee Finance-Chair@swe.org	Membership@swe.org		Section/MAL Treasurer https://www.youtube.com/watch?v=2DdlGcy0hYY&list=PLYvUdOKoCBdeHLpRJTlQXrxfl0cWYabvb&index=4
	Conflict of Interest Form	Signed by incoming section/MAL president and treasurer and uploaded to Association Management System (AMS)	June - July	Ethics Committee Ethics-Chair@swe.org	Membership@swe.org		Section/MAL President & Treasurer AMS Link
	IRS tax forms	Submitted by section/MAL treasurer to IRS	November	Finance Committee Finance-Chair@swe.org			Section/MAL Treasurer http://societyofwomenengineers.swe.org/governance-documents/category/210-finance-resources
	Dues Rebates Distribution	Managed by Headquarters Engagement Services staff.	<ul style="list-style-type: none"> July for membership from April-June 30 October for membership from July-September 30 January for membership from October-Dec 31 April for membership from January-March 31 		Membership@swe.org		Section/MAL Treasurer
	Insurance	Any section/affiliate/MAL event requiring an insurance certificate for a venue (i.e. outreach, professional development events) can be requested through SWE Headquarters	Ongoing		HQ@swe.org		Section/MAL Treasurer http://societyofwomenengineers.swe.org/governance-documents/send/28-volunteer-forms/122-swe-certificate-of-insurance-request-formxls
Governance	Section in Good Standing	Available in Association Management System (AMS) Leadership Reports "Section Leadership Audit" tab, excludes whether Section Bylaws are up to date. Requirements for good standing are described in the Society Bylaws under Article VI - Sections and Other Groups . If you have no access or no clue what this is, reach out to membership@swe.org .	Ongoing	Leadership Coaching Committee leadershipcoaching-chair@swe.org	Membership@swe.org		Section/MAL President & Treasurer Society Bylaws: http://societyofwomenengineers.swe.org/about-swe AMS Link
	Section/MAL Bylaws revisions and interpretation	Sections should default to using the standard society section templates. If a section feels an exception is needed, In consultation with the supplied templates, any changes shall be conducted in consultation with the Society Bylaws Committee. Section / MAL Secretaries should ensure all executive council members of a Section / MAL are familiar with their section/MAL bylaws contents & location of their bylaws for download.	Ongoing	Bylaws Committee Bylaws-Chair@swe.org		Society Secretary Secretary@swe.org	Section/MAL Secretary Within SWE Resources http://societyofwomenengineers.swe.org/governance-documents
	Society bylaws interpretation	Society Bylaws committee serves as the main resource for questions and interpretation	Ongoing	Bylaws Committee Bylaws-Chair@swe.org		Society Secretary Secretary@swe.org	Section/MAL Secretary Society Bylaws: http://societyofwomenengineers.swe.org/about-swe
	Succession Planning	Internal Section/MAL processes to promote next level of leaders, utilize society committees & roles to promote; identifying members & skill sets and matching to roles in SWE	Ongoing	Everyone! Leadership Coaching Committee leadershipcoaching-chair@swe.org		Everyone!	Everyone!

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	Society Elections	Process captured in Society Bylaws. E-Blast(s) to members communicating the call for nominations.	Call for Nominations: September Elections: April	Society Nominating Committee nominating-chair@swe.org				<u>Society Bylaws:</u> http://societyofwomenengineers.swe.org/about-swe
	Committee Chair and Coordinator Selection	Conducted in accordance to Board of Directors Procedures and Society Bylaws. Standing Committee (Ethics, Audit, Nominating Committee, Finance & Bylaws) Leadership is conducted by the Society Nominating Committee.	April - June	Society Nominating Committee nominating-chair@swe.org		Board of Directors		
Vitality	Group Vitality	Leadership Coaching Committee provides SWE support to all professional and collegiate sections/affiliates/MAL by facilitating consulting sessions and training module presentations tailored to help your group reach its goals.	Ongoing	Leadership Coaching Committee leadershipcoaching-chair@swe.org				https://swelcc.wordpress.com/
	Conflict Resolution	Depends on the situation. Recommend elevation through "line leadership" or trusted SWE mentors; if those avenues fail, all members have both the Ethics Committee and Society Ombudsman as a resource. Leadership Coaching Committee has a module on conflict resolution.	Ongoing	Ethics Committee Ethics-Chair@swe.org Leadership Coaching Committee leadershipcoaching-chair@swe.org	ombudsman@swe.org	Board of Directors Board of Trustees	SWE Mentors Former Section/Society/ MAL/Affiliate Leaders	http://societyofwomenengineers.swe.org/governance-documents/send/11-policies/181-swe-members-code-of-conduct-final-2010docx
	Building Connections with other SWE sections / MAL / Affiliates	A list of all current SWE sections and links to their website can be found on the swe.org. Utilize the LCC to build a connection. Members are encouraged to utilize search methods to look up the section / MAL / Affiliate on the Internet through website & social media. Utilize email & phone calls, maybe even snail mail to contact the school's Dean's office or the main point of contact in SWE's Associate Management System for the Section / MAL / Affiliate if no other form of contact exists.	Ongoing	Leadership Coaching Committee leadershipcoaching-chair@swe.org	membership@swe.org		Section / MAL President Collegiate Section Counselors / Faculty Advisors	http://societyofwomenengineers.swe.org/membership/swe-sections AMS Link
	Best Practice Sharing	Best practice sharing can be facilitated by the Leadership Coaching Committee, Faculty Advisor/Counselor Coordinator, and is included in Society Conference sessions. New avenues for collaboration are being explored.	Ongoing	Leadership Coaching Committee leadershipcoaching-chair@swe.org			Every member of SWE	
Marketing & Communication	SWE Merchandise	sweSwag is available through Amazon to purchase a variety of logo branded items	Ongoing		HQ@swe.org			http://societyofwomenengineers.swe.org/page/5318-sweswag
	Branding and Logo	All members are expected to utilize the correct SWE logo for all social media and the branding guidelines for any SWE merchandise or marketing. All new logos for SWE events, etc. must follow the branding guidelines and be approved by the IMAB.	Ongoing	Integrated Marketing Advisory Board (IMAB) imab-chair@swe.org	Marketing@swe.org		Section President Section Webmaster All SWE Members	http://societyofwomenengineers.swe.org/new-logo
	SWE Magazine	SWE Magazine, the official publication of the Society of Women Engineers (ISSN 1070-6232), is published quarterly and is included with SWE membership. The SWE Editorial Board is always seeking good content and ideas for publication.	March - May	Editorial Board editorialboard-chair@swe.org	swemag@swe.org			http://societyofwomenengineers.swe.org/about-swe-magazine http://societyofwomenengineers.swe.org/swe-magazine-new
	Social Media	SWE supports various social media channels. Please share potential opportunities and ideas with the SWE Marketing team for inclusion on Society platforms. A members-only Facebook group was started in April 2018.	Ongoing	Integrated Marketing Advisory Board imab-chair@swe.org	Marketing@swe.org			
	AllTogether Blog	AllTogether is always seeking member input. Your ideas and contributions are appreciated!	Ongoing	Integrated Marketing Advisory Board imab-chair@swe.org	Marketing@swe.org		All SWE Members	http://alltogether.swe.org/contribute/
	Leadership Summits	An FY18 Task Force developed a framework for an FY19 launch to include Society Annual Conference, WE Local, virtual and "pop-up"	Fall	Curriculum Committee curriculum-chair@swe.org	Learning@swe.org			http://alltogether.swe.org/2018/05/leadership-summit-all-together-update-libby-taylor-deputy-director-of-regions/
	SWE Leadership Training	SWE Advance Learning Center. Virtual and In-Person coaching available for sections/MAL/affiliate from Leadership Coaching Committee.	Ongoing	Leadership Coaching Committee leadershipcoaching-chair@swe.org	Learning@swe.org			

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Section/Affiliate/MAL Leadership	Society Strategic and Operational Plans	The Society Strategic Plan is owned by the Senate. The supporting Operational Plan is drafted in collaboration with the Board of Directors during Spring for implementation at the beginning of the fiscal year.	July		Executive Director	Board of Directors Senate		
	Facilitating Goal Setting	Reference Society Strategic and Operational Plans to align Section/MAL/Affiliate goals with member interests. Assistance in goal setting can be done by a Faculty Advisor, Counselor, or the Leadership Coaching Committee.	July - September	Leadership Coaching Committee leadershipcoaching-chair@swe.org			Section / MAL President Group Members Collegiate Counselor / Faculty Advisor	
	Mentoring	The Membership Committee established a new working group in FY18 dedicated to launching resources and toolkits for mentoring facilitation.	Ongoing	Membership Committee membership-chair@swe.org				
	Section Reports	Section reports previously submitted to the Director of Regions will be discontinued and replaced by the Vitality Assessment Reports.	N/A					
	Vitality Assessment Reports	The Leadership Coaching Committee conducts a vitality assessment report as a tool to help professional sections. Starting in FY19 this will be expanded to collegiate sections and affiliates. It will be administered through the online AMS.	Dec - Jan	Leadership Coaching Committee leadershipcoaching-chair@swe.org			Section / MAL President	
Advocacy	Endowed Scholarships	Contact the Board of Trustees for information on establishing and managing endowed scholarships	Ongoing		funddevelopment@swe.org	Board of Trustees BOT-Chair@swe.org	Section/MAL Treasurer	http://societyofwomenengineers.swe.org/support-swe/donate-and-other-ways-to-give
	Outreach Metric Tool	Individual members who participate in an activity or sections/affiliates/MALS who host or participate in an event should submit k-12 and Parent/Educator interactions and programs to demonstrate the overall Society impact on Outreach initiatives.	Ongoing	Outreach Committee outreach-chair@swe.org	outreach@swe.org		Section / MAL President Outreach Chair / Coordinator	http://societyofwomenengineers.swe.org/swe-members/4463-outreach-metric-tool-report-your-outreach
	SWE Next	Promote SWE Next during k-12 Outreach Activities. Sections contact Headquarters staff to share events with local SWE Next members.	Ongoing	Outreach Committee outreach-chair@swe.org	outreach@swe.org swenextclubs@swe.org			http://societyofwomenengineers.swe.org/page/5296-swenext-resources-for-swe-members
	Affinity Groups	All members are encouraged to join! Allies are always welcome. Find these groups on Facebook.	Ongoing	Affinity Group Coordinator ag-coordinator@swe.org			All members can join!	http://societyofwomenengineers.swe.org/membership/benefits-a-discounts/408-membership-info/3359-membership-benefits
Recognition	SWE Mission Awards	The Society strives to recognize SWE groups that support the SWE mission; this can include a SWE Section, SWE Affiliate, Members At Large, Affinity group, Corporate Employee Resource Group (ERG), or other group of SWE members.	Nominations due June 30 Awarded at WE Annual Conference	Awards Committee awards-chair@swe.org	awards@swe.org		All Members can nominate!	http://societyofwomenengineers.swe.org/awards/swe-mission-awards
	Society Individual Awards	The Society of Women Engineers strives to advance and honor the contributions of women at all stages of their careers as well as recognize the successes of SWE members and individuals who enhance the engineering profession through contributions to industry, education and the community.	Nominations due March 31 Awarded at WE Annual Conference	Awards Committee awards-chair@swe.org	awards@swe.org		All Members can nominate!	http://societyofwomenengineers.swe.org/awards/individual-awards
	WE Local Awards	WE Local Awards will be given out as part of WE Local Conferences. All members can nominate.	Nominations due September 30 Awarded at WE Local Conferences	Awards Committee awards-chair@swe.org	welocal@swe.org			TBD
Information Technology	SWE E-Mail Alias @swe.org	To establish a new alias for your SWE group or update the point of contact	Ongoing		ITsupport@swe.org			http://societyofwomenengineers.swe.org/membership/member-services
	ListServe Distribution Administration	To establish or manage a SWE group distribution list	Ongoing		ITsupport@swe.org			http://societyofwomenengineers.swe.org/membership/member-services
	Gsuite	A new platform for document sharing and SWE group collaboration through the Google Cloud and SWE business account being launched in FY19.	Ongoing		ITsupport@swe.org			http://societyofwomenengineers.swe.org/images/Misc/email-assets/Section-GSuite-Request-Form.pdf
	Website request/questions	To establish a new Weebly hosted website or for questions on an existing site.	Ongoing		ITsupport@swe.org			http://societyofwomenengineers.swe.org/weebly-signup#activePanels
Misc.	OTHER	If you have a question that does not meet the above criteria, please reach out and your questions will be routed appropriately.	Ongoing		HQ@swe.org			