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## **Committee – Audit**

The Audit Committee shall be composed of at least three members none of whom may be serving as treasurer or be an employee of the Society. The Audit Committee is responsible for:

- Selecting and recommending to the Board an auditor who may not be contracted by SWE for any other functions other than auditing and tax preparation services.
- Directing the staff to prepare the information for the audit.
- Reviewing the audit and working with the Auditor to resolve issues.
- Reporting to the Board of Directors on the process, outcome, and any committee recommendations.
- Investigating financial issues raised by SWE members and others.

Chair-elect for this standing committee is elected by the general membership.

## **Committee – Awards and Recognition**

The Awards and Recognition Committee is responsible for awards presented by the Society to individuals and groups. The committee coordinates all phases of activity relating to the selection. For each set of awards, the committee prepares and distributes the annual Awards Package, collects nominations, reviews nominations against the requirements of each award, and finalizes the impressive roster of award recipients. The individual and SWE mission awards are presented at the SWE Annual Conference, with other awards presents in different venues. The committee continually seeks new opportunities to recognize SWE members and other individuals by spearheading the effort to adopt new awards that support the vision and mission of SWE.

## **Committee – Bylaws**

The Bylaws Committee reviews and approves professional section, Member at Large (MAL) and collegiate section bylaws. They also review and comment on proposed amendments to the Society's bylaws. They prepare templates to aid sections in preparing bylaws and educate SWE members on the purpose and functionality of bylaws.

Chair-elect for this standing committee is elected by the general membership.

## **Committee – Conference Advisory Board**

The Conference Advisory Board (CAB) consists of representatives from professional, collegiate and corporate members, and upcoming host areas. The Board of Directors ensures that the SWE Conference supports SWE's mission and goals; is a professional experience for all attendees; has high quality programming; and meets the needs of the members, participating market segments and supporting employers. The CAB is responsible for setting the strategy for future SWE Conferences, including assessing successes and improvement opportunities of past Annual Conferences, identifying target markets to grow the conference in the future, and working with Headquarters and the

upcoming host committees to create exciting worthwhile conferences. Note that the Board of Directors does not appoint Chairs for this Committee.

### **Committee – Curriculum**

The Curriculum Committee is the strategic body to ensure high quality content is provided to lifelong learning for SWE members. It is responsible to oversee and advise on the Society's professional development offerings. It manages content and provides guidance, recommends and creates content, and trains SWE leaders. This includes:

- Providing input on and supporting professional development activities at SWE conferences, section events, and virtual training
- Advising on and supporting the development of new professional development programming for SWE by serving as the “voice” of the membership in determining new topics that will support different target audiences
- Bringing cohesion amongst the different committees working on professional development by maintaining high standards of quality and promoting lifelong learning within SWE
- Keeping program tracks consistent across our training activities and events (objectives & outcomes defined) through the high-level review process
- Participating in the high-level review of program evaluation data and membership survey results

The Curriculum Committee will ensure a diverse group of individuals that represent all stakeholders within SWE are evaluating the content of professional development programming.

### **Committee – Editorial Board**

The Editorial Board provides input, support, and insight into the engineering profession to the professional staff of *SWE Magazine*; suggests themes for each issue and topics for articles; solicits articles from experts with whom they are connected, and act as a sounding board for critical issues facing SWE and women engineers in general and how best to address them in the magazine. The Editorial Board ensures that SWE Magazine supports SWE's mission and goals, presents a professional image, helps position the Society externally, has high quality articles, provides goodwill, and meets the needs of the members. Note that the Board of Directors does not appoint Chairs for this Committee.

### **Committee – Ethics**

The Ethics Committee is responsible for administering the Procedures for Review of Member Conduct for the Society. This committee ensures these procedures are implemented and followed consistently and objectively. This committee is responsible for assisting the Ethics Committee Chair who will be elected by members of the committee. The Committee composition is defined by the procedure which currently says the committee shall consist of members who have served on the Nominating Committee Board of Directors, Board of Trustees, and as Region Governors, and shall have at least 5 members including the Chair. Members and the Chair of the Ethics Committee may not also be members of the Board of Directors or the Nominating

Committee. Committee membership will be selected from the annual call for committee membership and final determination of members will be done by the Society President who will be the Board of Directors liaison for the Committee.

Chair-elect for this standing committee is elected by the general membership.

### **Committee – Finance**

The Finance Committee shall be composed of at least five members, two of whom shall be members of the Board of Directors. The purpose of the Finance Committee is to advise the Board of Directors and senate on budget and financial matters. The committee also provides financial input into the development of the long-term strategic plan for the Society, and assists in preparation of the proposed three-year rolling operating and conference budgets. The committee also actively works with the section/MAL treasurers for training and support on financial matters including annual reporting to the Society and the IRS and safeguarding funds, and maintains the Finance Manual so all treasurers have a set of basic information to follow.

Chair-elect for this standing committee will is elected by the general membership.

### **Committee – Integrated Marketing Advisory Board**

The purpose of the Integrated Marketing Advisory Board is to advise the Society on communications focusing on public relations and social media. The Advisory Board includes a Chair and Chair-Elect selected via the annual call for leadership process; members of the Staff as designated by the Executive Director; representatives from other groups such as Outreach, Membership, Leadership Coaching, Awards and Recognition and Affinity Groups; and other members selected through the annual call for committee members.

### **Committee – Leadership Coaching**

The Leadership Coaching Committee (LCC) works with Society leadership to develop and support SWE leaders at all levels through coaching and consulting. Trained Leadership Coaches provide meaningful leadership coaching by: collaborating with other SWE committees focused on leadership development, developing and maintaining effective coaches while leveraging available SWE resources in support of leadership and pipeline development, assisting in new section/group development, and helping to guide further curriculum development. The LCC provides coaching and consulting for section and affiliate leaders at WE Local and Society Conferences, as well as facilitating sessions to engage members and section leaders in development topics identified through internal committee trackers.

## **Committee – Membership**

The Membership Committee is chartered to advise the Board of Directors on membership matters and to assist in the preparation of proposed strategic membership programs. The Membership Committee evaluates strategic goals of relevance to membership programs and determines the appropriate method to implement these strategies. The Mentoring Facilitation Work Group reports to the Membership Committee. The Mentoring Facilitation Work Group assesses and increases the visibility of existing SWE mentoring programs and shares tools, resources and best practices/lessons learned.

## **Committee – Outreach**

The purpose of the Outreach Committee is to provide valuable programs, resources, training, and support for SWE members and adult advocates (e.g. parents, educators, counselors, etc.) to introduce girls to engineering, cultivate a STEM identity, and bring those students into SWENext.

The committee provides tools and guidance to those who deliver outreach, including SWE adult members (collegiate, professional, and educator), the community of adult advocates (parents, teachers, coaches, and mentors), and SWENext'ers who deliver outreach to:

- Lead effective outreach activities in their community;
- Develop effective ways for SWE members and sections to share outreach best practices;
- Track key outreach metrics; and
- Train SWE members on how to effectively deliver outreach in the community.

The Outreach Committee works closely with the Student Programs Committee and SWE Headquarters to stay in tune with the needs of the members, identifying new programs and projects and the costs associated with them.

## **Committee – Program Development Grants**

The Program Development Grant fund was established in 1998 and provides the Society of Women Engineers with a cohesive funding vehicle to financially support activities of its members globally; and to provide funding for Society-level Committee pilot projects. The funds will be used for programs that are dedicated to: encouraging women and girls of all ages to pursue engineering studies, engaging practicing women engineers in professional development, and providing a forum for diversity Issues and training. Projects supported by the Program Development Grants Committee are selected through a quarterly submittal and review process.

## **Committee – Student Programs**

The Student Programs Committee provides relevant content and programming for both K-12 students interested in STEM and for SWENext Clubs. Additionally, this committee

helps to cultivate a SWE identity for K-12 students who are considering pursuing an engineering or technology major in college. Through these efforts, the Student Programs Committee supports the goals and mission of the Society of Women Engineers to increase the number of females choosing to study engineering and technology in college and enter the engineering and technology professions.

The committee will develop and provide resources and materials for K-12 students interested in STEM as well as for SWENext Clubs; coordinate and run society-level leadership opportunities for SWENext members, including the SWENext High School Leadership Academy and the SWENext Advisory Board; and coordinate and run society-level K-12 awards and competitions, including events at WE Local conferences. The Committee will work closely with SWE Headquarters and with the Outreach Committee.

### **Committee – WE Local Advisory Board (LAB)**

The WE Local Advisory Board (LAB) is an actively engaged group of SWE members who provide **guidance and insight on the strategy and programming** of the WE Local program. LAB members also serve as “**ambassadors**” sharing the vision of WE Local with SWE members and potential partners including what’s happening with WE Local. The advisory board will include SWE members with diverse backgrounds, including government, academia and collegiate.

Members of the WE Local Advisory Board serve as a LAB Member or Lead to one of five subcommittees including (1) Awards\*, (2) Collegiate Competition, (3) Programming, (4) Social and (5) SWENext DesignLab\*.

LAB Members commit to attending one (1) in-person meeting held at Installation as well as one WE Local North America conference.

\*Awards and SWENext DesignLab work in collaboration with other SWE Committees.

### **Committee – WE Local Host (LHC)**

The Local Host Committee (LHC) provides the “**voice of the member**” as to what’s unique and important to the local area. This group is made of 12-13 volunteers who will serve on one subcommittee that supports their WE Local conference through a series of tasks that contribute to a Subcommittee milestone. Subcommittees include Awards, Collegiate Competition, Marketing, Programming, Social, SWENext DesignLab and a floating position which will help where needed.

The LHC also commits to promoting WE Local happenings, attending the WE Local conference for which they serve on, volunteer on-site as a Volunteer Coordinator for a minimum of two hours. Local Host Committee. LHC volunteers can serve on any LHC of their choice regardless of location, however, travel funding is not provided.

### **Committee – Women in Academia**

The Women in Academia (WIA) Committee represents women engineers who have selected or are interested in an academic career path in STEM. The committee’s primary responsibilities are to (1) effectively communicate to, engage and support women in the academic pipeline; (2) recommend professional development activities for the annual

conference, WE Locals, and other programming throughout the year, targeting women in academia; (3) advocate for policies and practices that support the advancement of women in the academic pipeline; and (4) coordinate resources and programming to align with the needs of the members and the SWE mission