

## **Nomination Application for FY21 Society Elected Leadership Positions Appendix**

Eligibility Requirements from the SWE Bylaws:

Article IV – Section 4.

- A. Candidates for all elected positions, except the senate speaker, collegiate director, and special director, must meet the following criteria:
1. Be voting members of the Society in good standing; and
  2. Have served at least two years in the aggregate as a professional member of the senate, Society or senate committee chair, region governor, professional section or members at large president, or professional section or members at large representative, except that one year as either a collegiate senator or collegiate representative may be counted toward this requirement.
- B. Candidates for president elect and president must be either a senior member or a fellow and must have served at least two years on the board of directors.

Article V – Section 4.B.2.

Any candidate for speaker, deputy speaker, or senate secretary must be a voting member of the Society in good standing and

- a. Must have served a minimum of two years in the aggregate on the board of directors, as a member of the senate, Society or senate committee chair, professional section or members at large president, or
- b. Have experience that demonstrates competency in the required skill set as set forth by the nominating committee procedures.

### **Position Duties from the SWE Bylaws:**

- For president, president elect, secretary, and treasurer see Society bylaws, Article III, Section 2.
- For director and collegiate director see Society bylaws, Article IV, Section 2.
- For speaker, deputy speaker of the senate, and senate secretary, see Society bylaws, Article V, Section 4.

All Society leadership positions require significant personal time commitment (calls, e-mails, meetings, etc.). All Society leaders are encouraged to donate to SWE at the Society level, but not required. Specific time and financial requirements from the BOD, BOT and Senate are listed below.

### **Time and Financial Commitments associated with Board of Directors (BOD) positions:**

1. Time
  - a. Each office requires many hours of personal time to perform the duties of the position.
  - b. All members of the BOD are obligated to attend the Society's Annual Conference. Attendance by members of the BOD is required for at least three BOD meetings at times and locations agreed upon by the president. Typically, there are five (5) meetings of the BOD per year, with one being held just prior to the Society's Annual Conference such that there are four (4) BOD meetings and an annual strategic plan review meeting. The meetings are typically held Friday and Saturday except for the one with conference which is held the Tuesday before.
  - c. New members of the BOD are expected to attend the last meeting of the outgoing BOD, normally held in June.
  - d. Additional travel on behalf of the board, such as charter presentations or regional meetings, may be necessary.
2. Financial

There is a BOD travel policy and BOD member is entitled to request reimbursement for meeting travel expenses as needed. The policy is posted on the BOD Shared Community and is similar to the SWE BOD travel policy.

### **Time and Financial Commitments associated with Board of Trustees (BOT) positions:**

1. Time  
The BOT typically meets in-person three times per year. Two meetings are held in conjunction with the Society's Annual Conference and installation of officers, and the third is held at a time/place of the group's choosing. Regular reports and teleconferences will be required. Additional meetings may be required depending on the needs of the BOT. Trustees are expected but not required to attend the entire Society's Annual Conference.
2. Financial  
There is a BOT travel policy and a trustee is entitled to request reimbursement for meeting travel expenses as needed. The policy is posted on SWE Resources and is similar to the SWE BOD travel policy.

### **Time and Financial Commitments associated with Senate positions:**

1. Time  
The Senate typically meets in-person three times per year. One training meeting is held in August, one meeting is held in conjunction with the Society's Annual Conference, a one meeting is held in January/February each year. Regular teleconferences and web-based work are required. Senate leaders are expected to attend and lead all face-to-face and virtual meetings.
2. Financial  
Funding is handled in accordance with the SWE Volunteer Travel Policy.

SWE's Code of Service and Society Bylaws can be found on About SWE (insert hyperlink). Additional governance documents can be found by logging onto SWE.org (insert hyperlink) and selecting SWE Resources under Membership.

The Nominating Committee will review nominations with the following skills in mind.

### **President Elect Candidates**

The role of the president is multi-faceted, and the president elect must be prepared to fill it if necessary. As the external face of SWE, the president should be comfortable in both formal and informal settings meeting as a peer with national and international leaders in business, government, education, and the community. The president is expected to enthusiastically serve and lead the SWE community at SWE conferences, in SWE business meetings, in personal interactions with SWE professional and collegiate members, and with members of the broader SWE community such as SWENexters and their families. The president expresses her unique perspective regarding the value of the SWE goals and mission in regular written columns, blogs, and in other media such as promotional and news videos. The Board of Trustees, Ethics Committee, Nominating Committee, and Audit Committee report to the SWE president; the president assumes fiduciary responsibilities relative to the organization.

In support of these roles, ideal candidates for SWE president elect typically will have professional and SWE experience preparing them to perform the following at an executive level:

- speak comfortably and extemporaneously about SWE's goals and mission with appropriate communication and leadership skills to audiences ranging from children to corporate executives, national and international government leaders, and leaders of colleges and universities;
- succeed in developing new strategic relationships with individuals and organizations of influence nationally, and internationally, in support of the Society's mission;
- demonstrate SWE's core values in both national and international settings with business, government, and educational leaders;
- successfully advocate for women in engineering and technology;
- lead Board of Directors and Membership meetings with strategic vision, tact, and confidence;
- apply strategic thinking and strategic capabilities to further SWE's mission and goals;
- lead conversations about how to apply SWE's operating budget to fulfill Society goals;
- appoint committee chairs who can successfully further the goals of the Society in through the work of ad hoc committees;
- report on the progress and state of the Society succinctly, and with insight and clarity, to SWE members including leadership groups;
- work successfully with the Board of Trustees, other officers, Senate leadership, and headquarters as leadership implements the Society goals.

### **Treasurer Candidates**

The Treasurer is a voting member of the board of directors. The board of directors shall be the chief operational policy setting body of the Society and shall also be responsible for approving statements of external policy on issues or positions that have broad implications for the professional environment and the Society as an organization. As such, the board of directors shall manage the business and affairs of the Society. The board shall also serve as the external face of SWE on issues affecting women in engineering and technology, act as stewards of the Society's resources (i.e., people, time, and money), and use of the SWE brand. The board of directors shall maintain the strategic plan that is built on the vision created by the Senate and the board of directors. Members of the Board have stakeholders internal and external to the Society. Internal stakeholders include all members. External stakeholders include: local and regional communities, colleges and universities, associations, corporations and foundations, young women and their parents, educators and other academic influencers, informal educators and influencers (i.e., Girl Scouts), women engineers, and the science, technology, engineering and math (STEM) communities.

In support of these roles, ideal candidates for Treasurers typically will have had professional and SWE experience preparing them to effectively:

- meet the criteria established for a member of the Board of Directors;
- lead financial and fiduciary responsibilities with budgets consistent with that of SWE;
- develop the SWE budget;
- communicate with SWE headquarters staff and others responsible for SWE accounting;
- use or understand financial management software tools as required to develop financial reports;
- present financial reports to the required SWE bodies;
- seek professional development activities in support of their roles;
- further develop all five SWE competencies: communication, self-management & development, business acumen, coaching, mentoring & sponsorship, and leadership abilities.

### **Secretary Candidates (Not being slated for FY21)**

The Secretary is a voting member of the board of directors. The board of directors shall be the chief operational policy setting body of the Society, and shall also be responsible for approving statements of external policy on issues or positions that have broad implications for the professional environment and the Society as an organization. As such, the board of directors shall manage the business and affairs of the Society. The board shall also serve as the external face of SWE on issues affecting women in engineering and technology, act as stewards of the Society's resources (i.e., people, time, and money), and use of the SWE brand. The board of directors shall maintain the strategic plan that is built on the vision created by the Senate and the Board of Directors. Members of the Board have stakeholders internal and external to the Society. Internal stakeholders include all members. External stakeholders include: local and regional communities, colleges and universities, associations, corporations and foundations, young women and their parents, educators and other academic influencers, informal educators and influencers (i.e., Girl Scouts), women engineers, and the science, technology, engineering and math (STEM) communities.

In support of these roles, ideal candidates for Secretary typically will have had professional and SWE experience preparing them to effectively:

- meet the criteria established for a member of the Board of Directors;
- with leadership identify meeting action items, prepare agendas, prepare minutes, prepare other documents as required, and distribute such documents electronically in a timely fashion;
- prepare, distribute, and count votes for Board of Director motions;
- provide, collect and distribute committee report forms, prior to and after completion;
- prepare and present the secretary's reports to the required SWE bodies;
- seek professional development activities in support of their roles;
- further develop all five SWE competencies: communication, self-management & development, business acumen, coaching, mentoring & sponsorship, and leadership abilities.

## **Director Candidates**

Members of the Board have stakeholders internal and external to the Society. Internal stakeholders include all members. External stakeholders include: local and regional communities, colleges and universities, associations, corporations and foundations, young women and their parents, educators and other academic influencers, informal educators and influencers (i.e., Girl Scouts), women engineers, and the science, technology, engineering and math (STEM) communities. Collectively, the directors transact the business of the Society and carry out fiduciary responsibilities. Individually, directors are responsible for the activities and budgets of the committees assigned to them.

In support of these roles, ideal candidates for Directors typically will have had professional and SWE experience preparing them to effectively:

- plan and lead projects of several years with management and fiscal responsibilities;
- envision and lead the development of long-range goals and strategic direction to further the Society's mission;
- identify and communicate effectively about SWE to the many stakeholders;
- communicate effectively with individual members of the board of directors when discussing organizational direction, strategies and tactics;
- manage volunteer committee leaders carrying out the SWE mission;
- manage budgets consistent with those of SWE committees;
- support and direct the volunteer committee leaders' use of SWE resources and budget;
- measure and report on the strategic and operation goals of their committees;
- lead the development of policy;
- carry out the required fiduciary responsibilities;
- seek professional development activities in support of their roles;
- further develop all five SWE competencies: communication, self-management & development, business acumen, coaching, mentoring & sponsorship, and leadership abilities.

## **Collegiate Director Candidates (Not being slated for FY21)**

The Nominating Committee is seeking candidates at all aptitude levels, and the following five SWE competencies are desired for each future leader: Leadership Abilities; Communication; Business Acumen; Self-Management and Development; Coaching, Mentoring, & Sponsorship. Applicants will be reviewed based on these competencies.

## **Board of Trustee Candidates**

Trustees maintain fiduciary responsibility for SWE's endowed and reserve funds by prudently selecting and overseeing investment managers, in light of economic and

financial conditions in the world economies and in SWE. Candidates for Trustee should have a good understanding of global economies and financial markets and should be comfortable with a broad range of investment vehicles and with the evaluation of an investment portfolio. Trustees are expected to work independently and take on specific responsibilities in assigned areas consistent with the BOT's goals. Candidates should also have strong strategic thinking and communications skills. Candidates should have a solid understanding of how SWE operates.

The Trustees prefer candidates with knowledge/ experience in accounting and financial reporting. Further develop all five SWE competencies: communication, self-management & development, business acumen, coaching, mentoring & sponsorship, and leadership abilities

### **Speaker of the Senate Candidates (Not being slated for FY21)**

The Speaker of the Senate is a voting member of the board of directors. The board of directors shall be the chief operational policy setting body of the Society, and shall also be responsible for approving statements of external policy on issues or positions that have broad implications for the professional environment and the Society as an organization. As such, the board of directors shall manage the business and affairs of the Society. The board shall also serve as the external face of SWE on issues affecting women in engineering and technology, act as stewards of the Society's resources (i.e., people, time, and money), and use of the SWE brand. The board of directors shall maintain the strategic plan that is built on the vision created by the Senate and the Board of Directors. Members of the Board have stakeholders internal and external to the Society. Internal stakeholders include all members. External stakeholders include: local and regional communities, colleges and universities, associations, corporations and foundations, young women and their parents, educators and other academic influencers, informal educators and influencers (i.e., Girl Scouts), women engineers, and the science, technology, engineering and math (STEM) communities.

In support of these roles, ideal candidates for Speaker of the Senate typically will have had professional and SWE experience preparing them to effectively:

- plan and lead SWE projects of several years with management and fiscal responsibilities;
- envision and lead the development of long-range goals and strategic direction to further the Society's mission;
- manage Senate teams developing and maintaining the strategic plan;
- direct completion of a Strategic Performance Assessment based on SWE's structure, activities, mission and goals;
- communicate with leadership groups including guiding discussions with diverse perspectives;
- communicate with individual members of the Senate and the Board of Directors when discussing planning strategies;
- lead the development of effective policy;
- carry out the required fiduciary responsibilities;

- seek professional development activities in support of their roles;
- further develop their leadership, communication, and business acumen competencies.

### **Deputy Speaker of the Senate Candidates**

Ideal candidates for Deputy Speaker of the Senate typically will have had professional and SWE experience preparing them to effectively:

- plan and lead SWE projects of several years with management and fiscal responsibilities;
- envision and lead the development of long-range goals and strategic direction to further the Society's mission;
- manage Senate teams developing and maintaining the strategic plan;
- direct completion of a Strategic Performance Assessment based on SWE's structure, activities, mission and goals;
- communicate with leadership groups including guiding discussions with diverse perspectives;
- communicate with individual members of the Senate and the Board of Directors when discussing planning strategies;
- lead the development of effective policy;
- carry out the required fiduciary responsibilities;
- seek professional development activities in support of their roles;
- further develop their leadership, communication, and business acumen competencies.

### **Senate Secretary Candidates**

Ideal candidates for Senate Secretary will have had professional and SWE experience preparing them to effectively:

- prepare a wide range of written communications in a timely fashion, including meeting minutes, surveys, materials updates, etc. coordinating with the speaker and the members of the Senate within specified deadlines;
- assist with agendas;
- assist HQ with logistical requirements for the Senate meeting;
- conduct surveys to assess performance and obtain recommendations for the future;
- coordinate communications and interactions between sub-teams;
- communicate periodic updates of materials;
- contribute to the strategic mission of the Senate as an ex officio (non-voting) member;
- seek professional development activities in support of their roles;
- further develop their communication, leadership, and business acumen competencies.

### **Senate Candidates**

Senators are the voice of the Society and, as such, are expected to have an understanding of and ability to articulate the Society bylaws, organization, committee responsibilities, strategic plan, budget, headquarters operations and membership requirements. In support of this role, ideal candidates for Senate will have had professional and SWE experience preparing them to effectively:

- contribute to discussions of the intermediate term (5-10 year) view update;
- participate actively and effectively in sub-teams, task forces and other groups addressing
  - the annual strategic planning process,
  - committee strategic planning,
  - strategic initiatives, and
  - special projects;
- participate in 5-Year strategic planning;
- prepare Senate motions and submit them in a timely fashion the Senate secretary to be forwarded to the appropriate Society standing committee if necessary;
- participate effectively in Senate debate as governed by the meeting rules;
- use electronic communication methods to obtain key Senate documents;
- further develop their communication, leadership, and business acumen competencies.

### **Committee Chair – Audit**

#### **Committee Description**

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.

#### **Job Description for Chair**

- Interface with the committee's Board of Directors contact.
- Interface between the Audit Committee, SWE Headquarters, and the Auditor, for purposes of the SWE audit.
- Interface between the Audit Committee, the Board of Trustees, and the Auditor, for purposes of the Board of Trustees audits.
- Serve as the designated point of contact for SWE members and others who raise financial issues/concerns about SWE.

The Chair shall be independent and free from any relationship that, in the opinion of the Board of Directors, would interfere with independent judgment.

**Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

Chair-elect for this standing committee will be slated for election by the general membership beginning in FY20.

**Skills/Competencies Desired**

- Prior experience as finance committee chair, Society treasurer, or comparable finance position; or audit experience with another association highly desired.
- Financial planning and budget experience required (i.e., work-related, SWE or other professional society or association).
- Prior experience on Finance or Audit Committees or familiarity with Society finances required.
- Organization skills.

**Committee Chair – Bylaws**

**Committee Description**

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.

**Job Description for Chair**

- Prepare bylaws templates for existing sections to use when amending current bylaws or for proposed sections to use as part of the chartering process.
- Maintain standard section bylaws based on the current templates with instructions for proposed sections to use as part of the chartering process.
- Review and prepare proposed amendments to Society bylaws prior to Senate discussion.
- Review and approve amendments to current MAL and section bylaws and templates prior to vote by the appropriate group.
- Serve as resource to members who are requesting changes to the template.
- Review approved bylaws in template prior to posting.

**Term Commitment – 2 years (1 year as Chair-Elect / 1 year Chair)**

Chair-elect for this standing committee will be slated for election by the general membership beginning in FY20.

**Skills/Competencies Desired**

- Previous Bylaws Committee experience is preferred.

**Committee Chair – Ethics**

## **Committee Description**

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.

## **Job Description for Chair**

- Maintain, refresh and update the Society's Procedures for Review of Member Conduct.
- Ensures that all Ethics committee members understand and carefully follow the Procedures for Review of Member Conduct.
- Carries out all the actions specified for the chair in the Society's Procedures for Review of Member Conduct.
- Appoint new committee members as necessary to fill gaps. Committee should always have at least 5 members including the Chair for all investigations and should include
- Individual members who have similar backgrounds to the accused, such as collegiate and international members, as required.
- Ensure any members involved in an investigation are sworn to confidentiality.
- Remove committee members from individual investigations as needed based on conflict of interest.
- Determine additional resources (SWE staff, legal counsel, outside experts, applicable members, etc.) to assist in the conduct of its investigation and ensure that these resources do not have any conflict of interest and agree to maintain confidentiality.
- Preside over any associated hearings and make evidentiary and other procedural rulings with the advice of SWE's general counsel.

## **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

Chair-elect for this standing committee will be slated for election by the general membership beginning in FY20.

## **Skills/Competencies Desired**

- Must be able to maintain the highest level of integrity and confidentiality and ensure all others involved do the same.
- Strong communications skills in sensitive situations.
- Ability to drive careful deliberation.
- Training in conflict resolution desired.

- Understanding of SWE Policy Against Harassment, Member Code of Conduct and Leader Oath of Office.
- Experience with gathering facts and creating documentation.
- Experience working with Legal counsel desired.

### **Committee Chair – Finance**

#### **Committee Description**

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.

#### **Job Description for Chair**

- Train and inform sections/MALs on any relevant financial procedures and guidelines.
- Answers questions regarding Society's not-for profit status as this relates to the local professional and student sections.
- Liaison between sections and the Society Treasurer and SWE Headquarters.
- Attends Board of Directors meetings as required to support the preparation of the budget for the next fiscal year.
- Distribute the financial reports to the rest of the Finance Committee.
- Review and provide input to the annual operating and conference budget and monthly financial statements.

#### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

Chair-elect for this standing committee will be slated for election by the general membership beginning in FY20.

#### **Skills/Competencies Desired**

- Financial planning and budget experience required.
- Prior experience as section, MAL or region treasurer or comparable position in another organization highly desirable.
- Must have served one year on the Finance Committee or activity involved in the development of SWE's budget.

### **Committee Chair – Nominating**

#### **Committee Description**

The Nominating Committee is outlined in the Society bylaws and is composed of at least 10 members to serve for a period of two fiscal years. The committee is responsible

for developing a slate of candidates for open positions on the Board of Directors, the Senate, and standing committee chairs-elect. The committee may also, at the request of the Board of Trustees, help develop the slate of Trustees. The committee solicits feedback on the candidates, provides feedback to all candidates and provides a slate to the membership in compliance with the Society Bylaws and Election Manual. The committee is also responsible for developing and maintaining appropriate procedures to govern the Society nomination, election or removal, to the extent not covered by the Society Bylaws, subject to approval by the Board of Directors.

### **Job Description for Chair**

- Facilitate the Nominating Committee slating one or more candidates for each of the available positions and providing the slate to the membership by February 1.
- Maintain Election Manual, Campaign Policy and other procedures governing Society elections.
- Train new Nominating Committee members, Board of Directors, Board of Trustees, and Senate Leadership on procedures.
- Partner with Headquarters to ensure call for candidates, feedback request, candidate slate, webinars and other correspondence is shared with the membership on time.
- Partner with the Board of Director, Board of Trustees and Senate Leadership to understand needs of future leaders.
- The Chair is a non-voting member of the Nominating Committee.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

Chair-elect for this standing committee will be slated for election by the general membership beginning in FY20.

### **Requirements**

- Recent service on or current member of the Nominating Committee or Board of Directors at the time of selection.
- Recent experience with the Society on the Society level such as service on the Board of Directors, Board of Trustees, professional member of the Senate, Region Governor, or Society Committee member.
- The chair or chair-elect may not serve concurrently as a member of the Board of Directors.
- Members of the Nominating Committee may not serve as a member of the Board of Directors, member of the Board of Trustees, or Senate Leadership concurrently with their term on the Nominating Committee.
- Members of the Nominating Committee may not become candidates (except for Nominating Committee Chair) during their tenure of service on the Nominating Committee.
- The chair-elect shall assist the chair as deemed necessary by the chair. The chair-elect shall perform the duties of the chair in the absences of or at the request of the chair.

- Able to attend Annual Conference and lead committee meeting, candidate interviews, and potentially support Senate meeting (if motions related to Nominating Committee).

**Skills/Competencies Desired**

- Ability to maintain confidentiality.
- Knowledge of the Society Bylaws, Election Manual and Strategic Long-Range Plan.
- Ability to interact positively with all levels of the organization and Headquarters staff.
- Facilitation skills.
- Ability to train others.
- Solid public speaking skills and professional presentation skills are highly desired.
- Approachable; willing and able to answer member questions about the Nominating Process.