The Society of Women Engineers

Demystifying the Society Nominating Committee
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Agenda

Demystifying the Society Nominating Committee

• Election Process & Timeline
• Application Requirements
• What Makes a Good Application
• Interview Process
• Evaluation Process
• Your Questions
What Does the Nominating Committee Look Like?

Voting Members
- 10+ committee members
- Appointed by SWE Board of Directors

Non-Voting Members
- Elected by SWE members
  - Committee Chair
  - Chair Elect
- SWE CEO
Nomination Timeline

Varies Slightly Year to Year

- **Call for nominations**
  - Aug
- **Deadline for nominations (~ 1 month later); Eligibility verification**
  - Sept
- **Call for feedback; Interviews**
  - Oct
- **Vetting process**
  - Nov
- **Nominees notified of decision**
  - Dec
- **Slate announced; Nominees provided with feedback upon request**
  - Jan
- **Elected results announced**
  - Feb
- **Voting period (1 month)**
  - Mar
- **New BOD, BOT, Senate, Chairs start their roles**
  - Apr
- **New BOD, BOT, Senate, Chairs start their roles**
  - May
- **New BOD, BOT, Senate, Chairs start their roles**
  - Jun
- **New BOD, BOT, Senate, Chairs start their roles**
  - Jul
What Does the Nominating Committee Do?

Slates the best qualified candidate or candidates for a given vacancy to build the overall best slate to serve the mission of the Society.

**DOES** vet nominees for elected positions:
- Board of Directors
- Board of Trustees
- Senate leadership
- Senators
- Standing Committees Chair-Elects

**DOES** gather feedback on nominees using various methods

**DOES** prepare a slate based on what is needed for SWE that year

**DOES** revise and update nomination forms & processes

**DOES** vet the applicants for the new nominating committee members

**Does NOT** vet nominees for the following:
- Special Directors
- Non-Standing Committee Chair-Elects
- Coordinators
- Special task force leaders & members
- Committee members
- SWE headquarter employees

**Does NOT** assess electability of nominees

**Does NOT** choose society leaders

**Does NOT** mentor or otherwise aid nominees
Application Process

Nomination Package

Two Minute Video
What diverse perspective/experiences do you bring to this position and how will they help you contribute to SWE’s mission?

Documentation

1. Goals and visions for the position
   - Persuasive statement covering why you are the best fit and what you would bring to the roles you applied for
   - Not a statement stating how you meet the minimum eligibility requirements to apply

2. SWE Leadership Competencies
   - Example of leadership for each SWE competency

3. Professional Resumes

4. SWE/Service Resumes

References

- Contact information for 2 - 3 references
- Does not have to be from SWE
Application Process

Tips & Tricks – What Makes a Good Application

• Express how your experiences align with skills and experiences requested in the call for nominations
• Make sure your references respond to the feedback request
• Proofread documents
• Be clear in your content

If it is NOT in your application, we don’t know it.

NOTE: Excerpt from ‘Call for Nominations’

The FY22 nominees for the Board of Directors positions should also possess skills and experiences in the following areas:

- Diversity & inclusion: Promote diversity and demonstrate inclusive behavior
- Strategic thinking
- Financial reporting
- Team building and conflict resolution
- Communication and socialization skills
- Global perspective

The FY22 nominees for the Board of Trustees positions should possess skills and experiences in the following areas:

- An understanding of global economies and financial markets
- Skills in evaluation of investment portfolios
- The ability to make a long-term commitment of at least 3 years
- The ability to attend a minimum of four face-to-face meetings yearly.

Note: The Society realizes travel is restricted due to COVID-19. Virtual options will be made available as needed.
Interview Process

**Length:** 30 minutes virtual interview

**Attendees:**
- Nominee
- Nominating Committee Chair
- Nominating Committee Chair Elect
- Nominating Committee members (available via recording)

**Tips:**
- Be prepared
- This is an interview – treat it as such
- Think about experiences you’ve had related to the role(s) you applied to beforehand.
- Convey why you are unique and what you would bring to the role.
- Check your technology in advance
Evaluation Process

Things That are Considered

• Nomination Package

• Feedback
  o References
  o Members and Colleagues

• Interview

• What is best for SWE for this year
How Can You Contribute to Nomination Process

• Share the call for nominations with your network
• Encourage SWE members to apply for positions for which they are qualified
• Provide meaningful feedback on nominees via feedback form
• Apply to join the Nominating Committee – application in the call for committee chairs in March
Your Questions

Please enter your questions in the chat box
QUESTIONS?

Contact Information: nominating-chair@swe.org

Nominating Committee Web Page https://swe.org/about-swe/governance/committees/nominating-committee/
Election Process

- Application opens
- Nominee submits application including personal statement, competency assessment, and references
- Nominee is interviewed
- References and general membership are asked for feedback
- Nominating Committee reviews application, interview, and all feedback for nominees
- Based on data available, the nominating committee builds slate with qualified candidate(s)
- Nominees are notified of decisions, BOD approves slate
- Election slate is announced to membership, nominees can request feedback from Nominating Committee
- Voting by Electronic Ballot - (1 month period)
- SWE leadership is announced