

MEMBERSHIP LEARNING SCHOLARSHIPS AWARDS K-12 OUTREACH PARTNER WITH SWE

To: Professional & Collegiate Members

CC: FY23 Society Nominating Committee

From: Brittney Elko, FY23 Society Nominating Committee Chair

## The deadline for submitting nominations is September 19, 2022

It is time to identify and nominate potential individuals for the FY24 Society Board of Directors, Board of Trustees, Senate leadership, Senate, and Chair-Elects for the five standing committees. And SWE needs you now more than ever! While the Society Nominating Committee is responsible for ensuring qualified candidates are slated for each position, it is the responsibility of all members to identify nominees for the future of the organization. Please take some time to consider who you feel has the skills and qualifications to best lead the Society, including yourself. If you feel someone else has the skills and qualifications, please reach out to them so they can submit the **Nomination Application for Society Elected Leadership Positions form**.

If you know someone who isn't ready for nomination this year (FY24) but want the Society Nomination Committee Pipeline Sub Team to follow up with them for future consideration - please add their name to our [\*\*pipeline suggestions form\*\*](#). They will not be considered in this year's candidate assessment/nomination process for an FY24 position, unless nominee completes Nomination Application for FY24 position.

At SWE, we acknowledge and respect the value of a diverse community. We recognize that the scope of diversity includes race/ethnicity, religion, family status, age, physical abilities, sexual and affectional orientation, actual or perceived gender, gender identity and expression, socio-economic status and occupational focus. Our society will maintain an environment that is supportive of these elements, and we will promote inclusion within our organization and the engineering community.

The Society Nominating Committee is charged with the responsibility for slating at least one qualified candidate for FY24 in each of the following positions. All positions are for one nominee and for a 2-year commitment, except where noted.

- President-Elect
- Secretary
- Director (2 positions)
- Collegiate Director
- Trustee (3 positions, 3-year term)
- Speaker of the Senate
- Deputy Speaker of the Senate (1-year term)
- Senate Secretary (1-year term)
- Senator (7 positions, 3-year term)
- Audit Committee Chair-Elect
- Bylaws Committee Chair-Elect
- Ethics Committee Chair-Elect
- Finance Committee Chair-Elect
- Nominating Committee Chair-Elect

Information on the eligibility, requirements, and responsibilities for each of the SWE leadership positions that are being slated for FY24 are outlined in the [\*\*Nomination Application for Society Elected Leadership Positions\*\*](#).

Nominees are to reflect and embrace SWE's Mission, Vision, and Core Values. The nominated candidates will be leading the Society in accomplishing our Strategic Goals (Advocacy & Collaboration, Diversity, Equity, Inclusion & Belonging, Global Community, and Growth & Excellence). **Nominees should possess the six SWE Leadership**

**Competencies of:**

- Communication
- Self-Management and Development
- Business Acumen
- Coaching, Mentorship and Sponsorship
- Leadership Abilities
- Diversity and Inclusion

The FY24 nominees for the **Board of Directors** positions should also possess skills and experiences in the following areas:

- Skills in promoting diversity and demonstrating inclusive behavior
- Strategic thinking
- Financial acumen
- Team building and conflict resolution
- Communication and socialization skills
- Global perspective
- Flexibility/Adaptability

The FY24 nominees for the **Board of Trustees** positions should possess skills and experiences in the following areas:

- An understanding of financial markets and investing
- Skills in absorbing and analyzing large quantities of information
- 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 may be restricted due to COVID-19
- The ability to invest 8-12 hours a month in meetings and assignments
- Experience in the following areas is preferred: accounting, audit, strategic planning, contracts & contract management, marketing, database management (AirTable preferred)
- Candidates for the Board of Trustees should possess the competencies outlined in the **SWE Trustee Leadership Competency Model**

The FY24 nominees for the **Senate positions** should possess skills and experiences in the following areas:

- Consistent communication and collaboration skills in virtual and face-to-face environments
- Ability to listen and distill large amounts of information
- Availability for the long-term commitment (3-year term) and flexibility to incorporate SWE's global perspectives
- Strategic planning experience and/or strategic thinking skills
- Leadership and change management
- Self-motivated and goal-oriented

Nominees will be assessed based on the current gaps and balance of diversity/experience factors in each entity (BOD, BOT, Senate), the SWE Leadership Competencies, the skills listed above specific to each position, their nomination package, reference feedback, & interview. A rubric will be used to assist in this assessment – it can be found on the **[SWE Nominating Committee website under documents](#)**.

Instructions for Nominations:

- The deadline for submitting nominations is **September 19, 2022, 11:59 pm Central Time**.
- A **Nomination Application for FY24 Society Elected Leadership Positions form** is required to be completed for each nominee. The form must be submitted on-line prior to the nomination deadline in order for the nominee to be considered.
- Once the application form is completed on-line, the nominee will receive an email confirming completion.
- The nomination process is for self-nominations only.
- Your application needs to include a minimum of three (3) and up to six (6) references. **There will be no general SWE member feedback call this year so it is imperative you ensure your references are submitted as this is the only feedback the committee will be using to assess your nomination.** It is your responsibility to ensure your references fill out the feedback forms that will be sent to them. Preferred references are those that can speak to your leadership skills through a recent direct reporting relationship, but references that are not as recent are also acceptable. Suggested references may include someone in a senior leadership role within a professional society you are active in; someone who can speak to your leadership in your professional or collegiate work; or someone from your community or other service organization you are affiliated with and in good standing. With this in mind, it is important to avoid providing the names of your friends or peers.

- The information gathered during the Society nomination process is highly confidential information and is not shared by committee members outside the committee, except where indicated in the Election Manual approved by the Board of Directors.
- In order to preserve the integrity of the process, any questions or concerns about individual candidates that arise outside of the reference feedback process must be directed to the Society nominating committee chair. Please respect that committee members are duty-bound not to discuss with others information related to individual candidates.
- SWE members may not serve in more than one **Society leadership position** in a given fiscal year.
- Once nominations close, eligibility will be verified.
- Please familiarize yourself with the **SWE Policy on Campaigning and Endorsement of Candidates**.
- For more information and Frequently Asked Questions please see the **Nominating Committee page**.

If you have any questions or concerns, please feel free to email me at **[nominating-chair@swe.org](mailto:nominating-chair@swe.org)**. Thank you.

FY23 Society Nominating Committee

Brittney Elko, Chair

Christine Heinrichs, Chair-Elect

Cecilia Breda

Barbara Brockett

Erin Carroll

Stephanie Chin

Stueti Gupta

Diana Joch

Ellen McIsaac

Jacquelyn Nagel

Diane Peters

Jessica Rannow

Elly Sinkala

Rashi Tiwari

Sara Wheeland

Nicole Woon