



## FY24 Committee Descriptions

### Contents

Affinity Group Committee.....	2
Audit Committee.....	2
Awards and Recognition Committee.....	3
Bylaws Committee.....	3
Conference Advisory Board.....	3
Curriculum Committee.....	4
Editorial Board.....	4
Ethics Committee.....	4
Finance Committee.....	5
Integrated Marketing Advisory Board.....	5
Leadership Coaching Committee.....	5
Member Engagement Committee.....	5
Outreach Committee.....	6
Program Development Grant Committee.....	6
SWENext Committee.....	6
WE Local Advisory Board (LAB).....	7
WE Local Host Committee (LHC).....	7
Women in Academia Committee.....	7

Please note, the Nominating Committee solicits members through the “Call for Group Leadership and Nominating Committee Members.”

## **Affinity Group Committee**

The Affinity Groups (AGs) expanded to an Affinity Group (AG) Committee in FY23. This provides the necessary structure and support to meet the growing needs of the AGs, while still enabling tailored goals for individual AGs. The foundational structure and leadership that includes the Diversity, Equity, and Inclusion (DEI) AG Work Group, the Business and Interests (BI) AG Work Group, and the Career Stages (CS) AG Work Group – as well as the individual AGs – will remain intact and continue to be a vital part of the committee.

The Affinity Group (AG) Committee is responsible for the Society AG program and provides the leadership, processes, structure, training, and support to empower the SWE AG Leaders and communities to successfully achieve the common AG goals. The Affinity Groups (AGs) are communities of individuals who share the same interests and goals. These groups help build community, provide professional development opportunities, and empower and celebrate SWE members from different paths of life. SWE has 14 AGs structured into three AG Work Groups: the Diversity, Equity, and Inclusion (DEI) AG Work Group, the Business and Interests (BI) AG Work Group, and the Career Stages (CS) AG Work Group, each with an assigned AG Work Group Lead. The AG Work Group Leads report to the Committee Chair and are responsible for overseeing AG operations and coaching the AG Leaders within their group. The Committee Chair will establish and oversee additional Work Groups, as needed, to manage cross-AG activities, such as Society conference engagement, Society awards promotion and training, AG website development and management, or strategic improvement projects. The committee will gather feedback and sponsor continuous improvement projects to support the evolving needs of the AGs. The AG Committee and AGs foster diversity, equity, and inclusion by providing an inclusive environment for AG members and increasing awareness of member's needs, experiences, perspectives, and achievements. The committee will facilitate cross-AG networking and collaboration and drive new AG membership growth and engagement.

The committee meets monthly, and members have the opportunity to participate in various work groups.

## **Audit Committee**

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.

The committee meets regularly to complete their work over the course of the year.

## **Awards and Recognition Committee**

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, and WE Local awards are presented in different venues.

In addition, the committee is responsible for SWE Next awards: the preparation, execution, and award presentation are similar to the Individual and WE Local awards. 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. The committee also gathers feedback and supports continuous improvement projects, including improvements for diversity, equity, and inclusion. The committee chair will establish and oversee work groups to develop award program improvements and execute other committee activities as needed.

There is an Awards Task Force that is currently examining SWE awards and may recommend changes. Recommendations from the Awards Task Force that are approved by the Board of Directors will need to be implemented by the Awards and Recognition Committee.

The committee meets monthly, and members can volunteer to participate in any of the awards cycles listed.

## **Bylaws Committee**

The SWE Bylaws Committee is responsible for maintaining the Society's governing documents including: the Society of Women Engineers Bylaws, Bylaws of the Members at Large, SWE Section Agreement, and Section Procedures support. The committee also reviews Section Agreements for established and newly chartered sections and MAL Bylaws. The Bylaws Committee acts as a resource to sections by guiding the creation of their own section procedures.

The committee meets monthly, and members can expect to review bylaws amendments and support section procedures between monthly calls.

## **Conference Advisory Board**

The Conference Advisory Board (CAB) consists of representatives from professional, collegiate, and corporate members, as well as 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.

The board meets in-person/virtually for longer meetings twice per year and holds teleconference meetings as needed.

### **Curriculum Committee**

The Curriculum Committee ensures high quality content is provided to support lifelong learning for SWE members. The committee is responsible for overseeing and advising on the Society's professional development offerings. They also manage and provide guidance for the creation of content that trains SWE leaders. This includes:

- Advising on and supporting development and maintenance of existing and new professional development programming for SWE in primarily virtual platforms.
- Bringing cohesion amongst the different committees working on professional development by maintaining high standards of quality and promoting lifelong learning within SWE.
- Understanding and managing SWE's Leadership Competency Model.

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

The committee holds quarterly meetings, with work groups meeting more regularly.

### **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 acts as a sounding board for critical issues facing SWE and women engineers in general, as well as 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.

The board meets at least twice per year.

### **Ethics Committee**

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 will assist the Ethics Committee Chair, who is elected by the Society. The committee shall have at least 5 members, including the Committee Chair. Members of the Ethics Committee may not serve concurrently on the Board of Directors or the Nominating Committee. The Committee composition is defined by the procedure, which states that the committee shall consist of members who have served on the Nominating Committee, Board of Directors, Board of Trustees, and/or as Region Governors. Committee members will be selected from this annual call for volunteers. The Society President is the Board of Directors liaison for this committee.

The committee meets on an as-needed basis to handle open issues or other process-related items.

## **Finance Committee**

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 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. The committee maintains the Finance Manual so all treasurers have a set of basic information to follow.

The committee meets monthly, and members can participate in various workgroups throughout the year.

## **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, especially for SWE sections and affiliates. 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.

The Board meets on an as-needed basis.

## **Leadership Coaching Committee**

The Leadership Coaching Committee (LCC) is a trained group of experienced SWE members who work with section, Members at Large (MAL), and affiliate leadership to develop and support SWE leaders at all levels. Leadership Coaches provide meaningful coaching by working with Sections and Affiliates one-on-one, 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 committee meets bi-monthly, and members can expect to work on coaching assignments throughout the year.

## **Member Engagement Committee**

The Member Engagement Committee is chartered to advise the Board of Directors on membership matters and to assist in the preparation of proposed strategic membership programs. The Member Engagement Committee evaluates strategic goals of relevance to membership programs and determines the appropriate method to implement these strategies. The Member Engagement Committee works to enhance the SWE member experience and improve membership growth and retention, as well as support and increase the visibility of SWE's mentoring programs.

The committee meets monthly, and members have the opportunity to participate in various work groups.

### **Outreach Committee**

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. The goals of those delivering outreach are 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 SWE Headquarters to stay in tune with the needs of the members, identifying new programs and projects and the costs associated with them.

The committee meets monthly, and members have the opportunity to participate in various work groups.

### **Program Development Grant Committee**

The Program Development Grant fund was established in 1998 and provides SWE with a cohesive funding vehicle to financially support activities of its members globally and provides funding for Society-level Committee pilot projects. The funds are to 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.

The committee meets as needed to award grants during the 4 cycles per year, and members can expect to review material outside of committee meetings.

### **SWENext Committee**

The SWENext 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 SWENext 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.

The committee meets monthly, and members have the opportunity to participate in various work groups.

### **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. The advisory board will include SWE members with diverse backgrounds, including government, academia, and collegiate.

The Board meets to support an in-person/virtual meeting and provides support to the various subcommittees.

### **WE Local Host Committee (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 and a Local Host Committee Chair 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. LHC volunteers can serve on any LHC of their choice regardless of location, however, travel funding is not provided.

The committee meets monthly, and members have the opportunity to work on subcommittees.

### **Women in Academia Committee**

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 effectively communicate to, engage and support women in the academic pipeline; recommend professional development activities for the annual conference, WE Locals, and other programming throughout the year, targeting women in academia; advocate for policies and practices that support the advancement of women in the academic pipeline; and coordinate resources and programming to align with the needs of the members and the SWE mission.

The committee meets monthly, and members have the opportunity to participate in various work groups.