

Title: Affinity Group Committee Charter

Effective Date: 2022 Feb 17

Revision: 0

Supersedes: NA

Approved with Motion B2231

Purpose

The purpose of the Affinity Group (AG) Committee is to govern and lead the Society AG program. The committee will provide the processes, structure, training, and support to empower AG Leaders and communities to successfully achieve the common AG goals:

- Develop a sense of community in the AGs fostering an inclusive environment where people discuss experiences in their engineering and technology career, online and offline
- Provide professional development opportunities enabling and sponsoring leadership experiences, networking, and mentorship
- Empower members through highlighting accomplishments and supporting diversity in the SWE Leadership pipeline, Awards, and Scholarships.

Background

- AGs began as part of the Multicultural Committee and Membership Committee as small groups for individuals with common interests to connect and collaborate. AGs later became a stand-alone SWE group with a goal framework and leadership structure.
- In FY22 the AG committee was established to provide structure, governance, and support to meet the growing needs of the AGs.
- The individual AGs are structured into AG Work Groups to enable collaboration and coordination across affinity groups with similar goals. Each AG Work Group will be assigned an AG Work Group Lead responsible for overseeing AG operations and coaching the AG leaders for their assigned AG Work Group.
- There are two AG Work Groups, the Diversity, Equity and Inclusion (DEI) AG Work Group and the Business and Interests (BI) AG Work Group, each with an assigned AG Work Group Lead. The AG Work Group structure and AG assignments within the structure may be modified or expanded by the committee to support evolving needs of the affinity groups.

Scope

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- In scope:
 - Enable AG leaders to build community, provide professional development, and empower members.
 - Develop and maintain common AG processes and training content.
 - Define and deliver communications to promote AGs and meet AG member needs.
 - Manage online digital platforms where Affinity Group members collaborate and exchange information.
 - Manage new AG selection and maintain the AG structure to meet evolving needs.
 - Manage and oversee AG funding.
 - Foster diversity, equity, and inclusion by providing an inclusive environment for AG member groups and increasing awareness of member's needs, experiences, perspectives, and achievements.
 - Facilitate cross AG networking and collaboration.
 - Drive new AG membership growth and engagement.
 - Out of scope:
 - Providing DEI consultation and expertise.
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Resources and References

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- AG Leader and member feedback.
 - SWE AG Funding and Expense Policy
 - Advanced Learning Center for AG leader and member professional development.
 - SWE HQ and SWE Marketing Team for the planning and development of AG communications.
 - Procedure, Application form and Rubric for New Affinity Group selection and creation.
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Authority & Limitations

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- The AG committee and AG leaders will manage and monitor AG social media platforms to ensure compliance with the SWE Social Media policy.
 - New AG additions and AG name changes will be submitted by motion for BOD approval.
 - The AG Work Group structure and AG assignments within the structure may be modified or expanded by the committee to support evolving needs of the affinity groups. Significant changes will be submitted by motion for BOD approval.
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Deliverables

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- Committee goals, AG common goals, and tailored individual AG goals and success metrics.
 - AG communications including content for AG Heritage or Spotlight months, the AG Website, AG social media and requests for SWE website updates as needed.
 - Society sponsored conference engagement including presentations, panels, meet-ups, and events.
 - AG social media membership account management and oversight.
 - Communication of SWE and partner organization program and volunteer opportunities to enable member engagement and professional development and diverse representation in society programs and projects.
 - Fiscal year AG funding request, management, oversight, and reporting.
 - Input to the BOD reports covering committee goals, metrics, and initiatives.
 - AG common processes and AG leader coaching and training.
 - Sponsorship and advancement of the AG leadership pipeline.
 - Standard templates and curated content, presentations, and presenters contact information to be used by AG leaders and members.
 - Accessible tool or database for storage of AG leader documents and training material.
 - Quarterly all-AG Leader meetings.
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Membership

- Chair and Chair-Elect
 - Responsible for overall committee operations and deliverables.
 - Selected and assigned through the standard Society committee chair process; will follow the standard two-year progress.
- AG Work Group Leads
 - Coach and train AG leaders and oversee the AG operations for their assigned AGs.
 - Report to and assigned, through the committee membership process, by the Chair and Chair-elect prior to fiscal year start.
- AG Leaders
 - Lead their individual AG operation in accordance with the AG common goals and their individual AG's goals.
 - Report to designated AG Work Group Lead. Appointed by the AG and approved by the AG Work Group Lead prior to the fiscal year start.
- Work Group Leads
 - Lead committee work group projects or activities.
 - The committee chair will establish project work groups as needed. Work Group Leads are assigned by the Chair and Chair-elect through the committee membership process.
- General Members
 - Support committee work groups and initiatives.
 - General members will be assigned through the society committee membership process.

Criteria for Success

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- AG member growth and member engagement in AG professional development, networking, and other AG activities.
 - Advancement of AG members into AG and society leadership roles and within their professional careers.
 - AG member visibility through SWE awards, scholarships, and other communications.
 - Collaborate and share best-practices across all AGs.
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Report To

- Assigned member of the Board of Directors.
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Duration

- Review in FY25
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