

## Title: SWE Magazine Editorial Board Charter

Effective Date: July 1, 2016

Approved with BOD Motion

Revision: Version 4

Supersedes:  
November 30, 2014  
Charter

### Purpose

The purpose of the SWE Editorial Board is to ensure 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.

### Background:

*SWE Magazine* is the official magazine of the Society of Women Engineers. Its specific functions are:

- To represent the Society to the public and support the Society's mission.
- To highlight the achievements and contributions of women in engineering and technology.
- To serve as a center of information on topical issues of interest and/or concern to women engineers and the Society's membership.

*SWE Magazine* is produced in print and electronic form.

### Scope

- To provide input, support, and insight into the engineering profession to the professional staff of *SWE Magazine*.
- To suggest themes for magazine issues and topics for articles; in concert with the editor, solicit articles from experts with whom they are connected; and to review articles from subject matter experts in a board member's field if required.
- To be a sounding board for critical issues facing SWE and women engineers in general and how best to address them in the magazine.

### Resources for the Editorial Calendar

- SWE membership
- Board member ideas and experiences
- SWE Conference session topics and speakers
- Initiatives in the engineering professions, such as National Academy reports and cross-disciplinary topics

### Authority & Limitations

- Committee chair and chair-elect, and anyone designated/approved by chair or chair-elect, may speak for *SWE Magazine* on matters related to the operation of the Editorial Board.

	<ul style="list-style-type: none"> <li>• The <i>SWE Magazine</i> Editor/Director of Editorial and Publications, and anyone designated/approved by these parties may speak for the <i>SWE Magazine</i> editorial content and structure.</li> <li>• No budget authority.</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Input to the editorial calendar.</li> <li>• Remain current on topics of interest to the SWE community.</li> <li>• Recommendations for themes/concepts for the <i>SWE Magazine</i>.</li> <li>• Participation in SWE Magazine social media discussions.</li> <li>• Chair and Editor to meet with BOD as requested</li> </ul>
Board Leadership	<ul style="list-style-type: none"> <li>• Chair and chair-elect</li> <li>• The chair serves for two years. This term may be extended by one year in the absence of a chair-elect or if the chair-elect decides not to serve.</li> <li>• Past chairs may not succeed themselves.</li> <li>• Past chairs may continue as members of the board following completion of their term.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Should apply through the society committee membership process. Ideally at least 10 but no more than 15 members, so a variety of perspectives can be supported yet still operate within current meeting structure.</li> <li>• Board members serve two year terms. They may serve more than one term in succession, however, if they cannot attend two meetings in a given fiscal year, their membership on the board will end.</li> <li>• The Editorial Board membership seeks to reflect the Society's diversity in age, race, career choice, geographic location, and discipline; it is recognized not all segments can possibly be represented at one time.</li> <li>• <i>SWE Magazine</i> editor and staff are <i>ex officio</i> members.</li> <li>• HQ staff</li> </ul>
Criteria for Success	<ul style="list-style-type: none"> <li>• Positive feedback on <i>SWE Magazine</i> content from the BOD and membership, awards, budget, external impacts, metrics on electronic publications.</li> </ul>
Report To	Executive Director
Duration	On-going; review at end of FY 17 and then every two years.

