

Title: Scholarship Committee Charter

Effective Date: 06/15/2023

Revision: D

Supersedes: April 10, 2017 (B1251)

Approved with Motion B2351

Purpose

The Scholarship Committee is chartered to lead and administer SWE's scholarship program at the Society Level through interactions with the Board of Directors (BOD), Board of Trustees (BOT), Headquarters (HQ) Staff, SWE members who participate as judges, and applicants.

Background:

One of SWE's objectives is to encourage engineers who identify as women to attain high levels of education. The Scholarship Committee has the responsibility of providing scholarships to collegiates pursuing computer science or engineering degrees from ABET-accredited programs and programs globally meeting criteria as authorized by the BOD.

Scope

- Administer, improve, and support the SWE Scholarship distribution process.
- In scope:
 - Scholarship distribution process
 - General scholarship criteria unless otherwise specified by a sponsor or donor
 - Maintain process by which scholarship applications are submitted
 - Provide communication and information for applicants to facilitate application process, and answer questions as needed
 - Coordinate judging process to ensure fair and consistent recognition including developing and periodically reviewing judging rubrics
 - Raise issues or questions from BOD or HQ for resolution as needed
 - Prepare motion(s), in collaboration with SWE HQ, for BOD approval of scholarship recipients
 - Ensure, in collaboration with SWE HQ, timely notification to scholarship applicants
 - Collaborate with SWE HQ on advertisement of scholarships opportunity.
 - Selection of the scholarship recipients based on the judging process for submittal for board approval.
- Out of scope:
 - Investment decisions regarding endowed funds
 - Local scholarship criteria administered by Sections/Affiliates/MALs
 - Maintenance of local scholarships

Resources and References

- Existing scholarship criteria
- Existing judging documents
- Existing procedures & FAQ document
- SWE Scholarship website

Authority & Limitations

- No budgetary authority
- Scholarship recipients are proposed by the committee and approved by the BOD
- Committee Chair and Chair-Elect cannot be applicants and write letters of support for any applicant
- Committee members cannot be applicants and write letters of support for any applicant

Deliverables

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- Provide scholarship rubrics
 - Provide scholarship applications
 - Provide input to Scholarship website (including FAQ)
 - Prepare motion(s) for BOD approval of scholarship recipients
 - Advise the BOD on expansion of the Society's Scholarship Program
 - Prepare training for scholarship judges.
 - Provide input to BOD reports
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Membership

- Chair, Chair-Elect, Coordinators, and Leads are considered to be committee members.
- No limitation on the number of general members. When considering the number of general members, the workload and volunteer experience are paramount.
- Members should apply through the Society's committee membership process.
- Coordinators and leads are appointed to each workgroup by the Committee Chair.

The membership of the Committee should include underrepresented constituencies and individuals from different member segments.

Criteria for Success

- Adherence to timelines to support approved scholarships to be published in the conference edition of the SWE magazine and presented at the Society conference
 - A fully staffed committee with qualified coordinator/leads
 - Scholarship program that aligns with the Society's objectives
 - Availability and ease of use of the scholarship applications information and process
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Report To

Board of Directors (BOD) liaison

Duration

Indefinitely, to be reviewed every three (3) years
