



# Society of Women Engineers

## Committee Procedure

### Template

*This procedure document aims to provide a structured framework for the effective functioning of the committee within the Society of Women Engineers (SWE). It should be reviewed regularly to ensure alignment with SWE's mission and values. Committees and their members report to the Board of Directors and*

Committees and all members should utilize the following resources:

- [SWE HQ Resource Central for SWE Committees & Affinity Group Leaders](#)
- [swe.org Resource Center > Volunteer Forms](#)

#### 1. Committee Establishment

- Purpose: Committees are established at the discretion of the SWE Board of Directors to achieve the specific goals and objectives in alignment with the SWE's mission. Standing Committees exist as defined by the Bylaws. Committees should refer to their charter on the swe.org Resource Center > [Committee Charters and Operations Manuals](#)
- Composition: Committees must have a chair and chair elect.
- Appointment: Appointment of the chair and chair-elect occurs through the annual Society-level process during which candidates are vetted by the Nomination Committee and is approved by the Board of Directors.
- Terms: Committees should define the tenure or term duration for committee members, ensuring a balance between continuity and the infusion of new perspectives.

#### 2. Meetings

- Frequency: Determine how often the committee will meet, considering the nature of the tasks and objectives.
- Notice: Establish the notice period for meeting announcements, allowing sufficient time for members to prepare.
- Agenda: Set guidelines for preparing and distributing agendas before meetings, ensuring that all relevant topics are covered.
- Minutes: Outline the procedure for documenting and distributing accurate meeting minutes promptly.

#### 3. Decision-making Process

- Voting: Clarify the voting procedures for decision-making, emphasizing transparency and inclusivity.

- Conflicts of Interest: Establish guidelines for handling conflicts of interest among committee members, promoting ethical conduct.
- Decision Implementation: Describe how decisions made by the committee will be communicated to the broader SWE community and implemented.

#### **4. Responsibilities**

- Roles and Responsibilities: Define the specific duties of each committee member, ensuring alignment with the committee's purpose.
- Reporting: All committees within SWE shall report directly to the Board of Directors. This reporting structure is designed to enhance coordination, foster a cohesive vision, and optimize decision-making processes.
- Collaboration: Encourage collaboration with other SWE committees, sections, or external organizations.

#### **5. Dissolution**

- Process: Excluding standing committees, the SWE Board of Directors, with input from Committees, has the final authority in dissolving committees.

#### **6. Compliance and Ethics**

- Code of Conduct: All Committee leaders and members should strive to exemplify the [SWE Core Values](#) and adhere to the [Member Code of Conduct](#).
- Compliance: All Committee leaders are expected to adhere to the SWE bylaws, policies, and relevant legal regulations.

#### **8. Documentation and Record-keeping**

- Documentation: Documentation of committee records and all relevant data occurring during service on a SWE committee should adhere to SWE's Record Retention and Privacy Policies.
- Access: Only active members within a committee may have access to ongoing and relevant historical files.

#### **9. Communication**

- Internal Communication: Define how the committee will communicate internally among its members, fostering a collaborative and supportive environment.
- External Communication: Official external communication, including to SWE HQ, should be done through the Chair of the committee.