



## FY25 Society of Women Engineers Leadership Position Descriptions

All – General Qualifications.....	2
Committee Chair – Affinity Group .....	2
Committee Chair – Africa Advisory Board.....	4
Committee Chair – Awards and Recognition .....	4
Committee Chair – Conference Advisory Board .....	6
Committee Chair – Curriculum.....	7
Committee Chair – Editorial Board.....	7
Committee Chair – Integrated Marketing Advisory Board .....	8
Committee Chair – Leadership Coaching .....	9
Coordinator (2 positions) – Leadership Development Program .....	10
Committee Chair – Member Engagement.....	10
Committee Chair – Mentoring .....	101
Committee Member (5-8 positions) – Nominating.....	112
Committee Chair – Outreach .....	13
Committee Chair – Program Development Grants.....	15
Committee Chair – Scholarship .....	16
Representative – SWE Representative to ABET Board.....	16
Committee Chair – SWENext Programs .....	17
Teller .....	18
Committee Chair – WE Local Advisory Board (LAB) .....	19
Committee Chair (3 Positions) – WE Local Host Committee (LHC).....	20
Committee Chair – Women in Academia .....	21

## All – General Qualifications

All leadership applications should meet the following minimum qualifications:

- SWE member in good standing
- General SWE knowledge
- Good interpersonal skills
- Prior leadership experience
- Good communication skills
- Effective in team environments, both in-person and virtual

Training will be provided to all SWE leaders, through an in-person program held in conjunction with the Board of Directors installation or a virtual series. Funding may be provided for leaders to join an annual in-person training event. Funding for other travel is not budgeted unless specifically outlined in the description.

The chairs-elect of the standing committees (Audit, Bylaws, Ethics, Finance, and Nominating) are slated by the Nominating Committee and selected by Society election. Members of the nominating committee are solicited with the committee leadership call and included here.

While their descriptions are included for completeness, the following committees are not included in the call for the reasons noted. Please see the call for committee members if interested in serving on these Boards:

- Africa Advisory Board (chair selected from within the committee per charter)
- Conference Advisory Board (chair selected from within committee per procedure)
- Editorial Board (chair selected from within committee per procedure)
- SWE Representative to ABET Board (selected once every 3 years; next call will be in FY25)

Evaluation of candidates will be completed by ranking candidates on the required competencies for a role. Those competencies can be met through SWE, professional organizations (including SWE's partners organizations), community/collegiate organizations, and professional career accomplishments.

## Committee Chair – Affinity Group

In FY23, the Affinity Groups (AGs) expanded to an Affinity Group (AG) Committee. 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 for the AG Work Groups and the individual AGs will remain intact and continue to be a vital part of the committee. Added committee roles will be addressed through the Society call for committee volunteers.

### Affinity Group Committee Description

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 21 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.

### **Responsibilities for Affinity Group Committee Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners, Board of Directors Liaison, and the AG Work Group Leads.
- Work with the AG Work Group Leads to cascade the AG common goals and success metrics for the development of tailored AG goals.
- Coordinate and lead monthly committee leadership teleconference meetings for coordination of cross-AG programs and strategic projects.
- Attend AG Work Group and other committee Work Groups meetings as needed to provide input or help.
- Coordinate and host Quarterly cross-AG Leader meetings.
- Oversee AG budget planning, oversight, and reporting.
- Coordinate the annual new AG application and selection process.
- Coordinate with the BOD Liaison on AG needs, issues, and status and provide updates to BOD liaison for reporting purposes three times per year.
- Prepare a transition document to enable an effective transition to the next Committee Chair.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Work with committee leadership and members to:
  1. Support AG communications including content for AG Heritage or Spotlight months, the AG Website, AG social media.
  2. Oversee AG Society conference engagement including presentations, panels, meet-ups, and events.
  3. Facilitate communication of SWE and partner organization program and volunteer opportunities to enable AG member engagement and professional development and diverse representation in Society programs and projects.
  4. Develop and deploy AG common process and AG leader coaching and training.
  5. Promote and support AG member Society Award and Leadership nominations.
  6. Provide AG Leaders with standard templates and curated content, presentations, and presenters contact information to be used by AG leaders and members.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for AG Committee Chair and Chair-Elect**

- Previous Affinity Group experience or similar.
- Champion for diversity and inclusion internally within the Society as well as externally in the engineering community.

- Working knowledge of SWE's Core Value on Inclusive Environment and alignment to SWE's Diversity Principles.
- Leadership ability, especially in leading diverse virtual teams.
- Ability to manage multiple projects, including overseeing completion of milestones.
- Ability to communicate effectively, written and orally.
- Ability to work at a strategic level.
- Sensitivity to and tolerance of differing views and ability to recognize cultural differences, with a friendly, responsive, and patient approach.

## **Committee Chair – Africa Advisory Board**

In FY23, the SWE Africa Advisory Board (AAB) was formed to provide unique knowledge, skills, and guidance on the African continent, enable growth of SWE in African countries, and to provide leadership and support for SWE members on the continent of Africa. The AAB consists of a Chair, Chair-Elect, Senior Advisor, Secretary, and representatives from the four African Regions. The AAB ensures that SWE Africa's Affiliates and their activities support SWE's mission and goals.

### **Responsibilities for SWE Africa Advisory Board Chair**

- Lead the AAB in defining and developing continent programming including Continent Summit, future conferences, outreach programs goals, professional development, collegiate and SWENext activities, special events, and outreach opportunities.
- Develop methods for and assess conference programming effectiveness.
- Support SWE membership drive and visibility goals.
- Coordinate and facilitate AAB team teleconference meetings.
- Provide AAB planning information to the Board of Directors through the committee's liaison.
- Manage all AAB activities, create sub-committees and/or teams as needed.
- Keep Society leadership informed of AAB activities.
- Participate in the selection process for a successor as Chair and coordinate selection of Advisory Board members.
- Interface with Headquarters on programming decisions and assignments

### **Term Commitment – 4 years (2 years as Chair-Elect / 2 years as Chair)**

Chair is selected from within the committee. The Chair-Elect transitions to the Chair position after two years as Chair-Elect.

### **Skills/Competencies Desired for Advisory Board Chair**

- Ability to communicate effectively, written and orally.
- Ability to motivate and engage others.
- Ability to work at a strategic level.
- Ability to manage multiple stakeholders, including SWE leaders and Headquarters staff.

## **Committee Chair – Awards and Recognition**

### **Awards and Recognition Committee Description**

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.

### **Responsibilities for Awards and Recognition Committee Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Coordinate and lead monthly committee teleconference meetings and bi-weekly committee leadership team meetings.
- Attend Work Groups meetings when needed.
- Prepare annual call for nominations for each the Society Individual Awards, Mission and Multicultural Awards, and WE Local Awards. Each nomination period is approximately 2-3 months, with each judging and results cycle lasting approximately 2 months.
- Prepare or update training presentations for each awards program.
- Recruit, train, and coordinate the assignment of coordinators and judges for each award and follow up with each as needed.
- Maintain a good relationship with Headquarters staff and coordinate and support all efforts related to awards programs including budgetary decisions, information dissemination, and procedural and process issues.
- Coordinate details of the awards presentations and publication requirements with Headquarters Contact and magazine editor.
- Ensure the committee is continuously evaluating process improvements and potential strategic award gaps, ultimately keeping with the strategic vision of the Society.
- Coordinate award program communications to engage and inform Society stakeholders and promote award program engagement.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for Awards and Recognition Committee Chair**

- Previous Awards and Recognition Committee experience as a judge or coordinator is required.
- Leadership ability, especially in leading diverse virtual teams.
- Ability to manage multiple projects, including overseeing completion of milestones.

- Ability to communicate effectively, written and orally.
- Ability to work at a strategic level.
- Must be able to maintain confidentiality.

## **Committee Chair – Conference Advisory Board**

### **Conference Advisory Board Description**

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. Note that the Board of Directors does not appoint Chairs for this Committee.

### **Responsibilities for Conference Advisory Board Chair**

- Lead the CAB in defining and developing conference programming including conference theme, schedule, program goals, sessions and program tracks, interaction opportunities, special events, and outreach opportunities.
- Develop methods for and assess conference programming effectiveness.
- Support SWE membership and visibility goals.
- Coordinate team teleconference meetings and twice-yearly face-to-face (or virtual) meetings.
- Provide CAB planning information to the Board of Directors through the committee's liaison.
- Manage all CAB activities, create sub-committees and/or teams as needed, coordinate selection of CAB members, and keep Society leadership informed of CAB activities.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Interface with Headquarters on programming decisions and assignments.

### **Term Commitment – 2 years**

Chair is selected from within the committee. Candidates interested in becoming chair should join the committee using the committee volunteer process.

### **Skills/Competencies Desired for Conference Advisory Board Chair**

- Prior CAB or Conference Planning Committee experience or equivalent experience within another organization.
- Ability to communicate effectively, written and orally.
- Ability to motivate and engage others.
- Ability to work at a strategic level.
- Ability to manage multiple stakeholders, including SWE leaders and Headquarters staff.

## **Committee Chair – Curriculum**

### **Curriculum Committee Description**

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

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

### **Responsibilities for Curriculum Committee Chair**

- Work closely with the Director of Learning and Board of Directors liaison, including alignment to develop yearly committee goals.
- Coordinate and lead committee quarterly teleconference meetings.
- Attend occasional meetings to support Work Groups who manage content, create content, and shape leadership programs.
- Provide feedback on proposals for new programming and participate as beta users for new training material and delivery methods.
- Understand and manage SWE's Leadership Competency Model and change control for Society content.
- Review existing materials available to members to ensure it is current and relevant.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year Chair)**

### **Skills/Competencies Desired for Curriculum Committee Chair**

- Knowledge of professional development topics and speakers and developing curriculum for professional or collegiate section activities.
- Familiarity with the Advanced Learning Center.
- Background/experience in training and education desirable.
- Ability to communicate effectively, written and orally.
- Ability to work at a strategic level.

## **Committee Chair – Editorial Board**

### **Editorial Board Description**

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. Note that the Board of Directors does not appoint Chairs for this Committee.

### **Responsibilities for Editorial Board Chair**

- Works with the SWE Magazine Editor to develop agendas for two Editorial Board meetings annually (may be more meetings if held virtually).
- Leads the meetings of the Editorial Board each year.
- Maintains communications with the Editorial Board between meetings.
- Works closely with the SWE Magazine Editor and the Executive Director to resolve any questions or issues related to magazine content or editorial policy between meetings.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 3 years (1 year as Chair-Elect / 2 years as Chair)**

Chair is selected from within the committee. Candidates interested in becoming chair should join the committee using the committee volunteer process.

### **Skills/Competencies Desired for Editorial Board Chair**

- Previous Editorial Board experience strongly preferred.
- Broad interest and knowledge of issues impacting the engineering profession in general and women engineers in particular desired.

## **Committee Chair – Integrated Marketing Advisory Board**

### **Integrated Marketing Advisory Board Description**

The purpose of the Integrated Marketing Advisory Board (IMAB) is to advise the Society on communications focusing on public relations and social media, especially for SWE sections and affiliates.

### **Responsibilities for Integrated Marketing Advisory Board Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Coordinate and lead Board teleconference meetings as needed.
- Serve as subject matter expert to assist sections, affiliates, committees and other SWE groups with integrated marketing plans for their public relations and social media.
- Present training sessions at annual and WE Local conferences to help sections and affiliates improve and evolve their communication strategies.
- Advise sections, affiliates, committees and other SWE groups on the correct usage of the SWE brand.
- Propose social media articles and campaign ideas to SWE's Public Relations team.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

## **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for Integrated Marketing Advisory Board**

- Working knowledge of SWE's branding guidelines.
- Working knowledge of various social media platforms.
- Ability to communicate effectively, written and orally.
- Ability to manage multiple stakeholders, including SWE leaders and Headquarters staff.

## **Committee Chair – Leadership Coaching**

### **Leadership Coaching Committee Description**

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.

### **Responsibilities for Leadership Coaching Committee Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Coordinate and lead bi-monthly committee meetings and teleconferences throughout the year.
- Create/update committee strategic and tactical plans as required.
- Maintain annual budget provided by SWE HQ.
- Document leadership training activities and other metrics.
- Manage internal training and development plans for coaches and 11 committee team leads.
- Maintain website and social media channels.
- Recruit and train new coaches semi-annually.
- Facilitate training sessions at Society Annual (required) and WE Local (as able) conferences.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

## **Term Commitment - 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired**

- Previous Section Vitality or Leadership Coaching experience preferred.
- Professional or collegiate section leadership experience preferred.
- Ability to communicate effectively, written and orally.
- Ability to motivate and engage others.
- Problem solving and facilitation skills.
- Ability to manage multiple stakeholders, including SWE leaders and Headquarters staff.

## **Coordinator (2 positions) – Leadership Development Program**

### **Leadership Development Program Description**

The (LDP) is a program meant to increase SWE knowledge and leadership abilities through tailored content focused on the SWE leadership competency model. This program aims to help develop and prepare collegiate SWE members for Society leadership positions. The program provides collegiate members with exposure to leaders within SWE and allows them to expand their SWE network through conferences and guest speakers throughout the year.

The LDP Track Coordinator directs and assists one of two tracks consisting of 20-30 students each depending on track, Beginner or Advanced. Students are divided into tracks based on leadership experience. Students are selected annually and mentored by the coordinators throughout the fiscal year. This includes engaging the students through webinars, holding networking calls, and creating a personal development plan. Coordinators are key in building SWE's leadership pipeline.

Responsibilities for LDP Track Coordinators:

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Create program curriculum based on the leadership competency model tailored to the leadership experience of the program.
- Lead monthly SWE education and leadership development calls.
- Provide monthly assignments for the purposes of networking, professional/leadership development, conference preparation, and SWE leadership development.
- Connect with Society leaders to assist and engage with the program to expand collegiate member's network and visibility into opportunities with the Society.
- Recruit and select the annual class of participants with potential to become future leaders in SWE, with Advanced track including a focus on reaching out to the LDP beginner coordinator for recommended participants.
- Provide updates to BOD liaison for reporting purposes three times per year.

**Term Commitment – 2 years (1 year as Coordinator-Elect / 1 year as Coordinator)**

### **Skills/Competencies Desired for all LDP Coordinators**

- Previous Collegiate Member familiar with the SWEFL/LDP program preferred.
- Leadership ability, especially in leading diverse virtual teams and collegiate members.
- Ability to communicate effectively, written and orally.
- Ability to motivate and engage others.
- Strong knowledge and familiarity with the SWE leadership competency model.
- Strong mentor and coach.

## **Committee Chair – Member Engagement**

### **Member Engagement Committee Description**

The Member Engagement Committee is chartered to assist in the preparation and planning 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.

### **Responsibilities for Member Engagement Committee Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Coordinate and lead monthly committee teleconference meetings and as required face-to-face meetings.
- Determine and oversee various workgroups to address opportunities regarding strategic membership growth.
- Attend occasional meetings with Work Groups when the Chair can provide input or help.
- Develop and maintain an effective team that strives to continuously improve the internal processes of the committee while ensuring smooth transitions between volunteers year over year.
- Coordinate with other committee chairs and SWE leaders, as applicable.
- Work closely with the Headquarters staff to resolve any questions or issues related to membership programs.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 years as Chair)**

### **Skills/Competencies Desired for Member Engagement Committee Chair**

- Broad interest in and knowledge of SWE membership market segments.
- Member Engagement Committee experience or equivalent experience within another organization preferred. Section/MAL membership position leadership experience preferred.
- Leadership ability, especially in leading diverse virtual teams.
- Ability to communicate effectively, written and orally.
- Ability to motivate and engage others.
- Ability to work at a strategic level.
- Ability to manage multiple stakeholders, including SWE leaders and Headquarters staff.
- Sensitivity to and welcoming of differing views and ability to recognize cultural differences, with a friendly, responsive, and patient approach.

### **Committee Chair – Mentoring**

**Committee Description:** The Mentoring Committee works to increase visibility of the SWE mentor network program and provides valuable resources aimed at strengthening relationships between mentors and mentees. All members of the committee are committed to supporting a program that values inclusivity and encourages professional growth and leadership development for women in engineering at all levels of their professional and SWE career journeys.

The committee meets monthly, with project teams meeting on an ad hoc basis, and is comprised of a chair, chair-elect and dedicated professional and collegiate members who are interested in driving engagement of the mentor program.

### **Chair Responsibilities:**

- Develop annual committee goals in collaboration with Headquarters staff and Board of Directors liaison.
- Coordinate and facilitate Mentoring Committee calls on a mutually agreed frequency.
- Attend meetings on a regular cadence with SWE Headquarters staff and Board of Directors Liaison, as well as additional meetings on an as-needed basis.
- Create, update and drive Committee strategy and objectives.
- Ensure information on relevant SWE mentor web pages is accurate and manage inputs to SWE Headquarters for regular upkeep.
- Oversee projects related to the development and implementation of all resource materials.
- Review social media strategy annually.
- Recruit new members to the Committee annually.
- Participate in the selection process for the Chair-Elect.
- Provide updates to BOD liaison on quarterly basis, and also on as-needed basis.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 years as Chair)**

### **Chair Skills/Competencies Desired:**

- Previous SWE leadership experience (section or society)
- Experience with SWE Mentoring platform (Turazo) as a Mentor or Mentee
- Passion for mentoring. Ideally, the Chair will have previous leadership experience (SWE or non-SWE) in the mentoring space
- Strong stakeholder management skills; identification and management
- Ability to influence a global team without formal authority
- Strong organizational skills; ability to manage competing deadlines and requests
- Learner mindset; strives to constantly develop the skills of themselves and their team

### **Committee Member (5-8 positions) – Nominating**

#### **Nominating Committee Description**

The Nominating Committee is responsible for soliciting and vetting the best qualified candidate(s) for Society leadership positions including members of the Board of Directors, Senators, Senate leadership, Chairs-Elect of the standing committees, and the Board of Trustees to build the best overall slate to serve the interests of the Society. Significant time is spent evaluating candidates and providing feedback to the committee.

A Nominating Committee pipeline subteam was developed in FY22 that focuses on identifying and soliciting potential candidates and helps those who are interested in applying support and navigate the application process. This subteam is separate from the vetting subteam that vets and slates those candidates to eliminate bias and conflict of interest.

#### **Responsibilities for Nominating Committee Member - ALL**

- Attend most teleconferences and participate in email discussions. During the candidate evaluation period from October—January, expect 1-3 telecons per week. The remainder of the year, 1-2 calls per month is more typical.

- Complete required committee training including diversity and bias training.
- Prepare for committee meetings. Provide input via email or connect with their assigned buddy in advance of any meetings that they know they will miss. It is understood that everyone will not make every meeting.
- Attendance at up to two face-to-face meetings is strongly encouraged (and funding maybe available), one in conjunction with the board installation and the other at the Society Annual Conference. If needed, these meetings can be attended virtually.

### **Responsibilities for Nominating Committee Member - Vetting SubTeam**

- Provide input on application, interview questions, and rubric for that year's application.
- Review candidate information (statements, resumes, video interviews, feedback) and appropriate documents.
- Present unbiased candidate pros and cons for each candidate based on the information submitted, not necessarily be an advocate for every nominee.

### **Responsibilities for Nominating Committee Member - Pipeline SubTeam**

- Put out call to SWE leadership to identify potential candidates early in the fiscal year.
- Actively engage with qualified candidates to encourage them to apply for open positions/assist them with the application process if needed.
- Track and maintain list of pipeline candidates for future years.

### **Term Commitment – 2 years**

During the term, members could have the opportunity to participate in both subteams. No one committee member will be on both subteams at one time.

### **Skills/Competencies Desired for Nominating Committee Member - ALL**

- Recent experience at the Society level required by Society Bylaws.
- Experience with hiring decisions, developing inclusive/unbiased application material, completing candidate evaluations, and giving feedback in another organization (professional or volunteer).
- Interest in shaping the future of SWE.
- Knowledge of SWE bylaws, procedures, the Strategic Plan, and the SWE Leadership Competency Models.
- Must be able to maintain confidentiality. Because of the nature of meetings, discussions and email communications are highly confidential and must not be shared outside of the nominating committee.

## **Committee Chair – Outreach**

### **Outreach Committee Description**

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.

### **Responsibilities for Outreach Committee Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Lead training at the beginning of the fiscal year and a mid-year touch base meeting with all work group leaders.
- Coordinate and lead monthly committee teleconference meetings.
- Attend monthly meetings with SWE Headquarters staff and Board of Directors Liaison, as well as additional meetings on an as-needed basis.
- Attend occasional meetings with Work Groups when the Chair can provide input or help.
- Facilitate intermediate and final approval of work group output (trainings, monthly newsletters, social media content, digital resources, etc.) by SWE Headquarters and collaborate with SWE Headquarters through final publication.
- Organize, through a dedicated work group, yearly events during SWE Annual Conference to promote awareness of Outreach activities.
- Attend meetings with SWE Headquarters staff and Board of Directors liaison and occasional meetings with Work Groups when the Chair can provide input or help.
- Respond to and advise on SWE members' questions and concerns about achieving their goals by providing a member-focused approach.
- Encourage committee member participation in annual and WE Local speaking opportunities and awards judging and volunteering.
- Either the Chair or Chair-Elect of the Outreach Committee will serve as a liaison to the SWENext Programs Committee.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for Outreach Committee Chair**

- Prior K-12 outreach volunteer experience at section, affiliate, member at large, or committee level and/or in other educational organizations.
- Prior experience working with Adult Advocates for STEM, through either Parent/Educator or external organization STEM advocate programs.
- Have a passion for K-12 education and the role engineering plays in the educational system.
- Previous Outreach Committee experience valued.
- Ability to manage multiple projects, including overseeing completion of milestones.
- Ability to motivate and engage others.
- Ability to work at a strategic level.
- Sensitivity to and welcoming of differing views and ability to recognize cultural differences, with a friendly, responsive, and patient approach.

## **Committee Chair – Program Development Grants**

### **Program Development Grants Committee Description**

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.

### **Responsibilities for Program Development Grants Committee Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Coordinate and lead committee teleconference meetings as needed, roughly 7 per year.
- Responsible for content of communications to Society leadership, committee, and membership; procedures development and updates; and any revisions to schedule for submission and review.
- Prepare submissions, as required, for committee reviews. There are 4 review cycles per year, each resulting in a committee review.
- Conduct telephone and/or web conferences with the committee to select submittals to be funded and the amount to fund.
- Coordinate with submitters to seek clarification or modifications of submittals as required.
- Assure funders' requirements are satisfied using fiscally prudent stewardship.
- Send a list of awards with funding amounts to Headquarters for disbursement.
- Ensure timely Headquarters updates of online content via social media and web page, along with issuance of formal notifications following reviews, requests for overdue reports, and disbursement or reimbursements communication.
- Review final reports for adequacy and compliance.
- Follow up with grantees to ensure timely completion of reports and return of unused funds.
- Analyze historical data to determine recommended budget in concert with SWE staff liaison, along with strategic initiatives for process improvement.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for Program Development Grants Committee Chair**

- Previous Program Development Grant committee experience preferred.
- Previous Finance, Outreach, or Curriculum committee experience desirable.
- Previous Program Development Grant award experience desirable.
- Leadership ability, especially in leading diverse virtual teams.
- Ability to manage multiple projects, including overseeing completion of milestones.
- Ability to communicate effectively, written and orally.
- Technologically literate, including spreadsheets, presentations, and business analytics.

## **Coordinator – Scholarship**

### **Scholarship Coordinator Description**

The Scholarship Coordinator is responsible for promoting and overseeing SWE's extensive scholarship program to undergraduate, graduate, and re-entry students.

### **Responsibilities for Scholarship Coordinator**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Manage Scholarship selection process and improvements as needed for both the upperclassmen scholarship cycle and the freshman scholarship cycle; The two cycles are open for approximately 2 months each and do not overlap; Judging and score compilation are conducted over the following 2-3 months.
- Interface with Headquarters concerning staff support activities.
- Oversee judges' training, including updates to training materials.
- Along with Headquarters and BOD Liaison support, lead the pilot and further expansion of the non-ABET extension of the Scholarship program.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 2 years (1 year as Coordinator-Elect / 1 year as Coordinator)**

### **Skills/Competencies Desired for Scholarship Coordinator**

- Previous scholarship program experience preferred.
- Ability to manage multiple projects, including overseeing completion of milestones.
- Ability to work at a strategic level.

## **Representative – SWE Representative to ABET Board**

### **ABET Board Description**

The Accreditation Board for Engineering & Technology (ABET) Board of Delegates (BoDel) is responsible for the governance, organizational strategy, and society membership policies of ABET, Inc. The BoDel oversees the activities of the four ABET commissions, which have operating responsibility for accreditation criteria and procedures and conducting program accreditation reviews. The BoDel oversees the Accreditation Council, which manages the training and assessment of program evaluators. The BoDel is responsible for the final approval of changes in accreditation criteria proposed by the four commissions and for the final review of appeals to accreditation decisions.

As a member society of ABET, SWE is assigned a seat on the ABET BoDel. The SWE representative is often well-positioned to play a significant role in helping frame key ABET strategy and policy issues and shaping the perspective of other ABET BoDel and Board of Directors members.

### **Responsibilities for SWE Representative to ABET Board**

- Serve as a member of the ABET BoDel and eligible for service on ABET subcommittees and work groups.

- Attend two in-person ABET Board meetings per year. The meetings take place all day on a Friday and Saturday, typically in March and November. There is also an optional Thursday gathering for the societies. On the Friday night, the SWE delegate is invited to attend the ABET awards gala. Travel funding is available.
- Stay informed about trends in the content and delivery of engineering and technology education in the US, and their implications for the accreditation process.
- Stay informed about trends in accreditation philosophy, policy and practice, their application to the engineering, computing and technology (ECT) disciplines, and the impact of ABET accreditation and procedures on ECT programs and schools.
- Stay informed on published ABET governance policy and procedure and hold relevant officials accountable for adhering to these requirements.
- Serve as an advocate for responsible and transparent financial and budgeting processes and policies.
- Work with other SWE volunteers and staff to assure that relevant ABET Board discussions and decisions are communicated to appropriate SWE committees and that ideas and concerns identified by SWE are communicated to ABET.
- Promote participation of SWE members in ABET reviews and in serving as ABET Engineering Program Evaluators (PEVs).
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 3 years**

A SWE ABET Representative was selected in the FY22 call for leadership. The next call for nominations and selection for a three-year term as SWE ABET Representative will be in the FY25 call for leadership.

### **Skills/Competencies Desired for SWE Representative to ABET Board**

- Prior experience in the development and application of engineering accreditation criteria and procedures, as demonstrated by service on governance and/or policy committees of an existing accreditation committee, organization or related society.
- Ability to communicate effectively, written and orally, to explain accreditation policies, practices, and philosophies to individuals with varied levels of prior knowledge.
- Ability to understand the sometimes-conflicting interests of the various constituencies of ABET, and to act in the interests of the higher education ECT community as a whole, and of the general public.
- Sensitivity to and welcoming of differing views and ability to recognize cultural differences, with a friendly, responsive, and patient approach.

### **Committee Chair – SWENext Programs**

#### **SWENext Programs Committee Description**

The SWENext Programs 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.

### **Responsibilities for SWENext Programs Committee Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Coordinate and lead monthly committee teleconference meetings.
- Attend occasional meetings with Work Groups when the Chair can provide input or help.
- Lead the committee work group leads while maintaining close collaboration with SWE Headquarters for all matters pertaining to Student Programs.
- Identify and develop programs for K-12 students that serve SWE goals and strategic plan objectives.
- Evaluate literature, videos, data, etc. in collaboration with the Outreach Committee to share with SWE members, as appropriate.
- Either the Chair or Chair-Elect of the SWENext Programs Committee will serve as a liaison to the Outreach Committee.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for SWENext Programs Committee Chair**

- Prior K-12 outreach/SWENext volunteer experience at section, affiliate, member at large, or committee level and/or in other educational organizations.
- Previous SWENext Programs Committee or Outreach Committee experience valued.
- Have a passion for K-12 outreach programming.
- Ability to manage multiple projects, including overseeing completion of milestones.
- Ability to motivate and engage others.
- Ability to work at a strategic level.
- Sensitivity to and welcoming of differing views and ability to recognize cultural differences, with a friendly, responsive, and patient approach.
- Skilled at systems thinking; able to integrate SWE goals and long-range planning with respect to the development of programs.

## **Teller**

### **Teller Description**

The purpose of the Teller is to oversee the processing of ballots for the Society Officers and other positions as requested, e.g., Trustees. The Teller should be able to travel to SWE Headquarters in Chicago, IL USA if necessary.

### **Responsibilities for Teller**

- Serve as an advisor to the President of the Society for all matters related to the Society election.

- Be responsible for all aspects of the vote count (currently most of these are outsourced to an outside company, but the Teller may intercede if they feel it is justified or may be called upon if needed), reporting of the results, and resolving any protests.
- Exhibit concern and respect for all those involved in a protest process as they are valued SWE leaders.
- Assist in reviewing the ballot just prior to issuance to verify correctness of the ballot.
- Provide a written report of the election results report to the President, Nominating Committee Chair, and Headquarters (for archives).
- Provide updates to BOD liaison for reporting purposes three times per year, if required.

### **Term Commitment – 2 years (1 year as Teller-Elect / 1 year as Teller)**

#### **Skills/Competencies Desired for Teller**

- Previous election process experience.
- Must be able to maintain confidentiality.

### **Committee Chair – WE Local Advisory Board (LAB)**

#### **WE Local Advisory Board Description**

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.

#### **Responsibilities for WE Local Advisory Board Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Provide leadership, instruction, direction, and guidance to WE Local Advisory Board Members
- Coordinate selection of LAB members
- Coordinate virtual teleconference meetings as needed including supporting one face-to-face meeting at Installation (may be held virtually)
- Provides guidance to the Program Subcommittee with the selection of breakout session speakers, program agenda and the WE Local networking breakfast.
- Responsible for leading breakout session discussion and selection for all Host cities.
- Supports Subcommittees and Subcommittee Leads through tactics to achieve milestones including sitting on subcommittees, as needed.
- Supports SWE membership and provides insight to WE Local’s goals and status.
- Works with Headquarters to ensure milestones are achieved including communicating responsibilities and deadlines.
- Reports all issues and question to WE Local Headquarters personnel.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

## **Term Commitment – 2 years (1 year as Chair-Elect / 1 year as Chair)**

### **Skills/Competencies Desired for Conference Advisory Board Chair**

- Prior LAB or WE Local Host Committee experience or equivalent experience within another event space or conference.
- Leadership ability, especially in leading diverse virtual teams.
- Ability to manage multiple projects, including overseeing completion of milestones.
- Ability to communicate effectively, written and orally.
- Ability to motivate and engage others.

## **Committee Chair (3 Positions) – WE Local Host Committee (LHC)**

### **WE Local Host Committee Description**

The WE Local Host Committee (LHC) Chairs are active and engaging leaders who provide guidance for, support to, and direction of up to 10-15 LHC Members. LHC Chairs act as the face and voice of their WE Local conference.

### **Responsibilities for Local Host Committee Chair**

- Live within 50 miles of the Host City
- Coordinate and lead monthly committee teleconference meetings.
- Attend monthly LHC Chair telecom meetings.
- Offer guidance and support to LHC including assisting with tactics and team.
- Advise LHC Members on achieving milestones for Subcommittees.
- Provide alternative solutions for LHC Members who cannot achieve milestones.
- Attend face-to-face or virtual training with fellow LHC Chairs and Local Advisory Board Members.
- Attend your WE Local conference.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

## **Term Commitment – 1 year**

### **Skills/Competencies Desired for WE Local Host Committee Chair**

- Leadership ability, especially in leading diverse virtual teams.
- Ability to manage multiple projects, including overseeing completion of milestones.
- Ability to manage multiple stakeholders, including SWE leaders and Headquarters staff.
- Ability to lean on existing relationships with Sections to promote WE Local including participating at WE Local on-site.
- Be able to serve as the “face of” WE Local through speaking engagements, promotions and engagement with local sections.

## **Committee Chair – Women in Academia**

### **Women in Academia Committee Description**

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.

### **Responsibilities for Women in Academia Committee Chair**

- Develop yearly committee goals in coordination with Headquarters staff partners and Board of Directors liaison.
- Coordinate and lead monthly committee teleconference meetings.
- Develop and lead the committee, including delegation to work groups, in recommending topics, speakers, and input for future professional development programming (both inside and outside of the Annual Conference).
- Maintain an effective team that strives to continuously improve the internal processes of the committee while ensuring smooth transitions between volunteers year over year.
- Nominate committee members to serve on relevant SWE committees and task forces to implement the Society's strategic professional development and communication/recruitment activities for WIA members and to collaborate with these committees throughout the year.
- Provide committee planning information to the Board of Directors through the liaison. Work closely with the Graduate Member Coordinator, ABET Board Representative, Headquarters, and others as applicable.
- Participate in the selection process for a successor as Chair and coordinate selection of committee members.
- Provide updates to BOD liaison for reporting purposes three times per year.

### **Term Commitment – 2 years (1 year as Chair-Elect / 1 year Chair)**

### **Skills/Competencies Desired for Women in Academia Committee Chair**

- Must be an administrator, faculty member, researcher, or equivalent at a college or university.
- Previous experience on WIA committee or equivalent desired.
- Leadership ability, especially in leading diverse virtual teams.