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Additional information about specific committees can be found in the Leadership Group Charters folder of [SWE Resources](#).

Committee - Audit

Committee Description

The Audit Committee shall be composed of at least three members none of whom may be serving as treasurer or be an employee of the Society. The Audit Committee is responsible for:

- Selecting and recommending to the board an auditor who may not be contracted by SWE for any other functions other than auditing and tax preparation services,
- Directing the staff to prepare the information for the audit,
- Reviewing the audit and working with the Auditor to resolve issues,
- Reporting to the Board of Directors on the process, outcome, and any committee recommendations,
- Investigating financial issues raised by SWE members and others.

Committee - Awards and Recognition

Committee Description

The Awards and Recognition Committee reviews nomination submissions each year for the prestigious SWE individual awards, pulling together the impressive roster of recipients for each Society Annual Conference. The Awards Committee coordinates all phases of activity relating to the selection of all individual awards and other recognition programs. The Committee prepares and distributes the annual Awards Package. Specifically, the Committee selects the Society's Fellows and recipients of the individual awards. In addition, the Committee provides the information, but does not administer the section awards sponsored by other SWE committees. The Committee continually seeks new opportunities to recognize SWE members and other individuals by spearheading the effort to adopt new awards that recognize individuals in areas that support the vision and mission of the Society. The committee is dedicated to continued process improvement in the nomination and selection process.

Committee - Bylaws

Committee Description

The Bylaws Committee reviews Society, region, professional section, Member at Large (MAL) and collegiate section bylaws. They also review and comment on proposed amendments to the Society's bylaws. They prepare templates to aid sections and regions in preparing bylaws and educate SWE members on the purpose and functionality of bylaws.

Committee – Conference Advisory Board

Committee Description

The Conference Advisory Board (CAB) consists of representatives from professional members, collegiate members, corporate members and upcoming host areas. The Board ensures that SWE Conference supports SWE's mission and goals, is a professional experience for all attendees, has high quality programming, meets the needs of the members, participating market segments and supporting employers. The Board is responsible for setting the strategy for future SWE Conferences, including assessing successes and improvement opportunities of past Annual Conferences, identifying target markets in order to grow the conference in the future, and working with Headquarters and the upcoming host committees to create exciting worthwhile conferences.

Committee - Curriculum

Committee Description

The Curriculum Committee is responsible for recommending topics and input for future professional development programming (outside of the Annual Conference). This includes:

- Providing input on, and supporting academic professional development activities at the regional conferences, section events, and virtual training.
- Advising on and supporting the development of new professional development programming for SWE by serving as the “voice” of the membership in determining new topics that will support different target audiences.
- Bringing cohesion amongst the different committees working on professional development by maintaining high standards of quality and promote lifelong learning within SWE.
- Keeping program tracks consistent across our training activities and events (objectives & outcomes defined) through the high-level review process.
- Participating in the high level review of program evaluation data and membership survey results.

The Curriculum Committee will ensure individuals with the right skill set are evaluating the content of professional development programming. SWE is seeking avenues to be able to offer Continuing Education Units/Credits to members. Part of the Society’s ability to do this activity requires a group to review and manage curriculum content. This committee fulfills that requirement.

Committee - Editorial Board

Committee Description

The Editorial Board provides input, support, and insight into the engineering profession to the professional staff of *SWE Magazine*, the official magazine of the Society; suggests themes for each issue and topics for articles; solicit articles from experts with whom they are connected, and be a sounding board for critical issues facing SWE and women engineers in general and 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.

Committee - Ethics

Committee Description

The Ethics Committee is responsible for administering the Procedures for Review of Member Conduct for the Society. This committee ensures these procedures are implemented and followed consistently and objectively. This committee is responsible for assisting the Ethics Committee Chair who will be elected by members of the committee. The Committee composition is defined by the procedure which currently says the committee shall consist of members who have served on the Nominating Committee within the past 10 years, past Society presidents, and other past Board of Directors member and should have at least 5 members including the Chair. Members and the Chair of the Ethics Committee may not also be members of the Board or the Nominating Committee. Committee membership will be selected from the annual call for committee membership and final determination of members will be done by the Society President who will be the Board liaison for the Committee.

Committee - Finance

Committee Description

The Finance Committee shall be composed of at least five members, two of whom shall be members of the Board of Directors (BOD). The purpose of the Finance Committee is to advise the Board of Directors on budget and financial matters and to assist in preparation of the proposed operating and conference budgets for the following fiscal year. The committee also provides financial input into the development of the long term strategic plan for the Society, actively works with the region/section/MAL treasurers for training on financial matters including safeguarding funds, and maintains the Finance Manual so all treasurers have a set of basic information to follow.

Task Force - Governance

Task Force Description

The Governance task force will further develop and work the remaining actions from FY16 subgroups to improve the functionality and efficiency of our governance structure. The subgroups focused on board composition, senate, bylaws, regions, nomination process, committees, and sections. Ideal candidates will have participated in one of the FY16 subgroups, and have a good grasp of the work yet to be done and the direction the Society is heading.

Committee - Leadership Coaching

Committee Description

The Leadership Coaching Committee (LCC) works with region leadership to develop and support SWE leaders at all levels through consulting and training. Trained Leadership Coaches provide meaningful leadership training and coaching by: Collaborating with other SWE committees focused on leadership development, developing and maintaining effective trainers and coaches, delivering high quality content while leveraging available SWE resources in support of leadership and pipeline development, and helping to guide further curriculum development. Training modules on various aspects of SWE operations, and/or necessary leadership and management skills for SWE success, are delivered to sections at the local level, delivered to sections and regions through the Region Conferences, and are delivered to all levels of SWE at the Society Annual Conference.

Committee - Membership

Committee Description

The Membership Committee is chartered to advise the Board of Directors of the voice of the membership on membership matters and to assist in preparation of the proposed strategic membership programs. The Membership Committee is responsible for developing strategic goals of relevance to membership programs and determining the appropriate method to implement these strategies. The committee also actively works with the Region/Section/MAL/International/Multicultural membership focal points on membership matters:

Committee - Outreach

Committee Description

The purpose of the Outreach Committee is to increase the number of females choosing to enter the engineering and technology profession by providing valuable programs, resources, training, and support for SWE members and advocates to use in promoting engineering as an important and exciting career choice for girls and women. The committee provides tools and guidance to SWE members to lead effective outreach activities in their community; develops effective ways for SWE members and sections to share outreach best practices; oversees Outreach Metric Tool to track key outreach metrics including but not limited to, number of events, number of volunteers and number of girls participating in SWE programs; trains SWE members on how to effectively deliver outreach in the community via virtual tools and at Annual Conference; and increases interaction with advocates to girls (parents, teachers, and school counselors) with updated, enhanced, and relevant materials and resources.. The Outreach Committee works closely with SWE HQ to stay in tune with the needs of the members, identifying new programs and projects and the costs associated with them.

Committee - Program Development Grants

Committee Description

The Program Development Grant fund was established in 1998 and provides the Society of Women Engineers with a cohesive funding vehicle to financially support activities of its members globally; and to provide funding for Society-level Committee pilot projects. The funds will 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 monthly submittal and review process.

Committee - Senate Strategic Initiative

Committee Description

This committee advises the Senate on Strategic Initiatives “Grassroots” (member initiated) ideas, to assist in prioritization and selection of proposed Strategic Initiative recommendations, and to provide tools for the solicitation and selection of Strategic Initiatives. The Strategic Initiative Committee is responsible for:

- Ensuring the strategic initiatives ideas are in alignment with the Society Strategic Plan
- Grassroots approach by engaging all members of the society in the opportunity to support the Strategic Plan by submitting strategic initiatives ideas
- Creating and maintaining a selection criteria and tools which is aligned to the strategic plan and partners with existing SWE committees
- Annually prioritizing Strategic Initiatives based on selection criteria
- Supporting the development of selected initiatives from concept to fruition.

Committee - Strategic Planning

Committee Description

The Strategic Planning Committee is responsible for facilitating the strategic planning process and maintaining the long range Strategic Plan for the Society. In conjunction with this, the committee is also

responsible for overseeing the annual Environmental Scanning process. This committee is responsible for assisting with all strategic planning activities as requested by the Board of Directors (BOD). The committee will be led by the Strategic Planning Committee Chair. Committee membership will be determined by the chair and chair-elect as that needed to complete the current tasks of the committee and provide for a valuable volunteer experience for the committee members. The composition of the committee will include representation from the Senate, collegiate leadership, senior SWE members and leadership pipeline. The Deputy Speaker of the Senate is also a member of the committee based on the roles and responsibilities for this position.

Committee - Women in Academia

Committee Description

The Women in Academia committee will have primary responsibility (1) to effectively communicate to, engage and support women in academia, targeting current and potential future SWE members as well as the general WIA population; (2) to make recommendations for professional development activities, both for the Annual Conference and throughout the year, targeting women in academia; and (3) to generate programming specific to women in academia which supports all areas of the SWE Strategy.

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