



The Society of Women Engineers

Region F Meeting at WE17

October 26, 2017

Austin, TX

Agenda:

- Roll call
- Announcements
 - Section reporting requirements
 - Important due dates
 - WE Local Providence update
- Governance changes & Senate update
- Leadership Coaching Committee
- Society Nominating Committee
- Networking

Region F Leaders

Governor:	Anne Russo (NYSCD)
Lieutenant Governor:	Sarah Koenig (Hartford)
Treasurer:	Julia Dockum (NYSCD)
Secretary:	Priya Greene (SNH)
Professional Senators:	Cherie Cain (Hartford) and Stephanie Yum (North Country)
Region Collegiate Representatives (RCR):	Zaire Johnson (RPI) and Alice Connelli (RPI)
Region Collegiate Senator (RCS):	Genevieve Kane (RPI)
Region Collegiate Communications Editor (RCCE):	Nhu "Ty" Nguyen (Tufts)

Section/Affiliate/MAL Roll Call

* Asterisk indicates present at roll call

*Boston:

- *Boston University
- Merrimack College
- MIT
- *Northeastern Univ.
- Olin College
- Tufts University
- UMASS Dartmouth
- UMASS Lowell
- *Wentworth
- WPI

*Connecticut:

- Fairfield University
- *Univ. of Bridgeport
- Univ. of New Haven
- *Yale

*Hartford:

- Smith College
- *Springfield Tech CC
- Trinity College
- Univ. of Hartford
- *UCONN
- *UMASS Amherst
- WNEU

*North Country:

- *Clarkson
- Dartmouth
- *Norwich University
- UVM
- SUNY Canton

*Members-At-Large (MAL)

*Maine / *Southern NH / NESS:

- *Univ. of Maine
- *University of NH
- Brown University
- *Roger Williams Univ.
- *Univ. of Rhode Island
- USCGA
- Maine Maritime

*Mid-Hudson/ *NYSCD:

- USMA
- *RPI
- SUNY ADK CC
- Union College

Section Reporting Requirements

- Leadership Roster due June 30th
- Financial Report due July 31st
- If you have any questions, please contact membership@swe.org
- Links for Instructions to Submit Reports:
 - **FY18 Leadership Roster**
 - **FY17 Financial Report**

Quarterly Section and MAL Dues Rebates

Board of Directors motion B1763 passed on June 9, 2017

Beginning in FY18, rebates issued quarterly

- July for membership payments from April - June 30
- October for membership payments from July - September 30
- January for membership payments from October - December 31
- April for membership payments from January - March 31

If rebate <\$75 or section has not met requirements,

- *Leadership roster submitted*
- *Financial report submitted*
- *President and Treasurer in good standing*

rebate will roll-over to the next distribution until the parameters are met.

Contact membership@swe.org with questions

Section Dues Rebates

First round of FY18 rebates are being issued after WE17 for memberships purchased or renewed between April 1 – September 30, 2017.

- Rebates will be auto-deposited into your bank account by Nov 15 IF you are signed up on Concur (new system) – only 14% of sections are signed up
- Otherwise, checks will be mailed to the address on file by about Nov 24

Section Presidents and Treasurers – raise your hand if did you NOT receive an email about this update. You can still sign up by Nov 1 for the 1st rebate.

Email AnneRoberts3@gmail.com if you need this info.

Sections Reporting Status as of 10/25/17

ID #	Section Name	Financial Report	Leadership Roster
F001	Boston	X	X
F002	Connecticut	X	X
F003	Hartford		X
F004	Maine	X	X
F005	North Country	X	X
F006	New England Shoreline		X
F007	Mid-Hudson	X	X
F008	NYS Capital District	X	X
F009	Southern New Hampshire	X	X
F050	Boston University	X	All
F051	Bridgeport, University of Affiliate	N/A	
F052	Brown University	X	X
F053	Clarkson University	X	X
F054	Connecticut, University of	X	Counselor
F055	Hartford, University of		All

Sections Reporting Status as of 10/25/17

ID #	Section Name	Financial Report	Leadership Roster
F056	UMass Lowell	x	Counselor
F057	Maine, University of	x	x
F058	UMass Amherst	x	x
F059	Massachusetts Institute of Technology	x	x
F060	New Hampshire, University of	x	x
F062	Northeastern University	x	x
F063	Rensselaer Polytechnic Institute	x	x
F064	Rhode Island, University of	x	Counselor
F065	UMass Dartmouth	x	President, Counselor
F066	Trinity College		All
F067	Tufts University		x
F068	Union College		Treasurer
F069	U. S. Coast Guard Academy		All
F070	Vermont, University of		Treasurer, Counselor
F071	Wentworth Institute of Technology	x	x

Sections Reporting Status as of 10/25/17

ID #	Section Name	Financial Report	Leadership Roster
F072	Western New England University		All
F073	Worcester Polytechnic Institute		All
F074	Smith College	x	Counselor
F075	Dartmouth College	x	President
F076	Norwich University	x	Treasurer, Counselor
F078	Merrimack College Affiliate	N/A	
F079	U.S. Military Academy		All
F080	Roger Williams University	x	President, Counselor
F081	Olin College	x	x
F082	Fairfield University	x	Counselor
F083	New Haven, University of Affiliate	N/A	x
F084	Springfield Tech. CC Affiliate	N/A	
F085	SUNY Adirondack Affiliate	N/A	
F086	Yale University	x	x
F087	Maine Maritime Academy	x	x
F088	SUNY - Canton Affiliate	N/A	

SWE Resources

- www.SWE.org
 - SWE [Society Leaders](#)
 - SWE [HQ Staff](#)
- Region F website (www.regionf.swe.org)
 - See Officers and Committees page for contacts
 - Sign up for updates from the Region F Blog!
- Link to Leadership Training [webinars](#)
- Leadership Coaching Committee (LCC)

Important Dates

Nov 15th: E-postcards need to be submitted by sections to the IRS. (Collegiate sections that are covered by their school's EIN do not need to submit and e-postcard).

Nov 20th: Professional & Collegiate New Faces of Engineering Award nomination deadline

Nov/Dec: Region Council Telecon #2

Dec 1st: SWE Sophomore to Graduate Student Scholarships open

Region F funding opportunities

\$2,000 total is available in FY18!

Event/program must align with Society's goals.

Food expenses are not covered.

New Program Funding

- Any Region F section can apply

Small Section Funding

- Sections with less than 50 members
- Does not need to be a new program

Next deadline to apply is **February 24, 2018**.

<http://regionf.swe.org/new-program--small-section-funding.html>

Conference Information:

- Rhode Island Convention Center (Conference venue)
- Omni Providence (Conference hotel)

Registration:

- Opens week of December 11

Call for Participation (Speakers):

- Opened October 20
- Closes December 21

Plenary Panelists:

- Opens December 8, 2017
- Closes January 12, 2018

Collegiate Competition Undergraduate and Graduate Abstract Submissions:

- Opens November 1, 2017
- Closes January 26, 2018

Collegiate Competition Call for Judges:

- On-line: open through November 12
- Onsite: TBD

WE Local Providence (cont.)

Volunteer Sign-ups

- Opens week of November 27, 2017
- Closes March 23, 2018
- Volunteer descriptions can be found on the WE Local website

Sponsorship Ideas?

- Prospectus is available on the website
- Please let us know about leads!

WE Local Providence Website (includes schedule outline):

<https://welocal.swe.org/providence/>

Facebook Event Page:

<https://www.facebook.com/events/1563620700322874/>

Local Host Committee Chair:

- Michele Fitzpatrick
- mfitz@tvconnect.net

Governance Changes

Governance Changes

SWE is making strategic changes to create a more flexible, inclusive environment that better serves our global member base and the community at large.

[Subject to approval by the senate on Saturday]

Why Do We Need to Change?

- **The good news – SWE is a successful, growing organization!**
 - In the last 10 years:
 - Nearly 2x professional membership
 - > 60% increase in collegiate membership
 - > 3x conference attendance
 - Global members
 - Expanded our K-12 programs
 - Grown scholarships
 - Amplified our government relations and public policy efforts
- **We need to evolve, and we have a plan to do so**
 - Larger, more diverse society requires different volunteer leadership structures and opportunities
 - We can and should be providing more meaningful and relevant leadership opportunities and training to our members
 - Association membership today is rapidly changing – what got us here won't get us to the next step
 - The current structure has become confusing, restricting and difficult to navigate



SWE Senate update

Region F Senators:

Cherie Cain

Stephanie Yum

Genevieve Kane

WE17 Senate Motions

- The following motions will be voted on at WE17:
 - Motion S-1803 Senate and Regions
 - Senate terms will now be 3 years and will follow a specific protocol to end up with 21 senators in FY22 (image included at the end of notes)
 - Number of special senators will increase from 2 to 3 but will remain a 1-year appointment
 - Motion S-1804 Collegiate Member Voting Rights
 - Collegiate members will now be voting members.
 - Motion S-1805 Competency Model for Nominations and Elections
 - With regions and geographical restrictions dissolving, a competency model is needed to ensure that a diverse group of members are nominated for elections.
 - Motion S-1806 Standing Committees
 - Creates 5 standing committees consisting of Audit, Bylaws, Ethics, Finance, and Nominating
 - Chair-elect will be elected by the membership
 - Motion S-1807 Members at Large President
 - Removing specific requirements from Society Bylaws and moving to MAL Bylaws. Members at large were consulted and agree.

SWE Governance Updates

- Email questions, suggestions to governance@swe.org
- Visit governance.swe.org for history, reference materials, webinars
- At WE17:
 - **SWE Governance Structure: Past, Present and Future**
Friday, October 27th, 8:30am | ACC – Room 9B
 - **Membership Meeting**
Saturday, October 28th, 9:00am | ACC – Room 12
 - Town Hall Meeting
Saturday, October 28th, 10:00am | ACC – Room 12
 - Senate Meeting
Saturday, October 28th, 11:00am – 5:00pm | ACC – Room 12
Vote is scheduled for middle of the agenda
- **Text of Bylaws Changes**
 - <http://alltogether.swe.org/2017/09/summary-supporting-rationale-governance-bylaws-proposals/>



FY18 Update - Leadership Coaching Committee (LCC)

WE17 - Region F Meeting
October 26, 2017
Team Lead: Leslie Griffiths

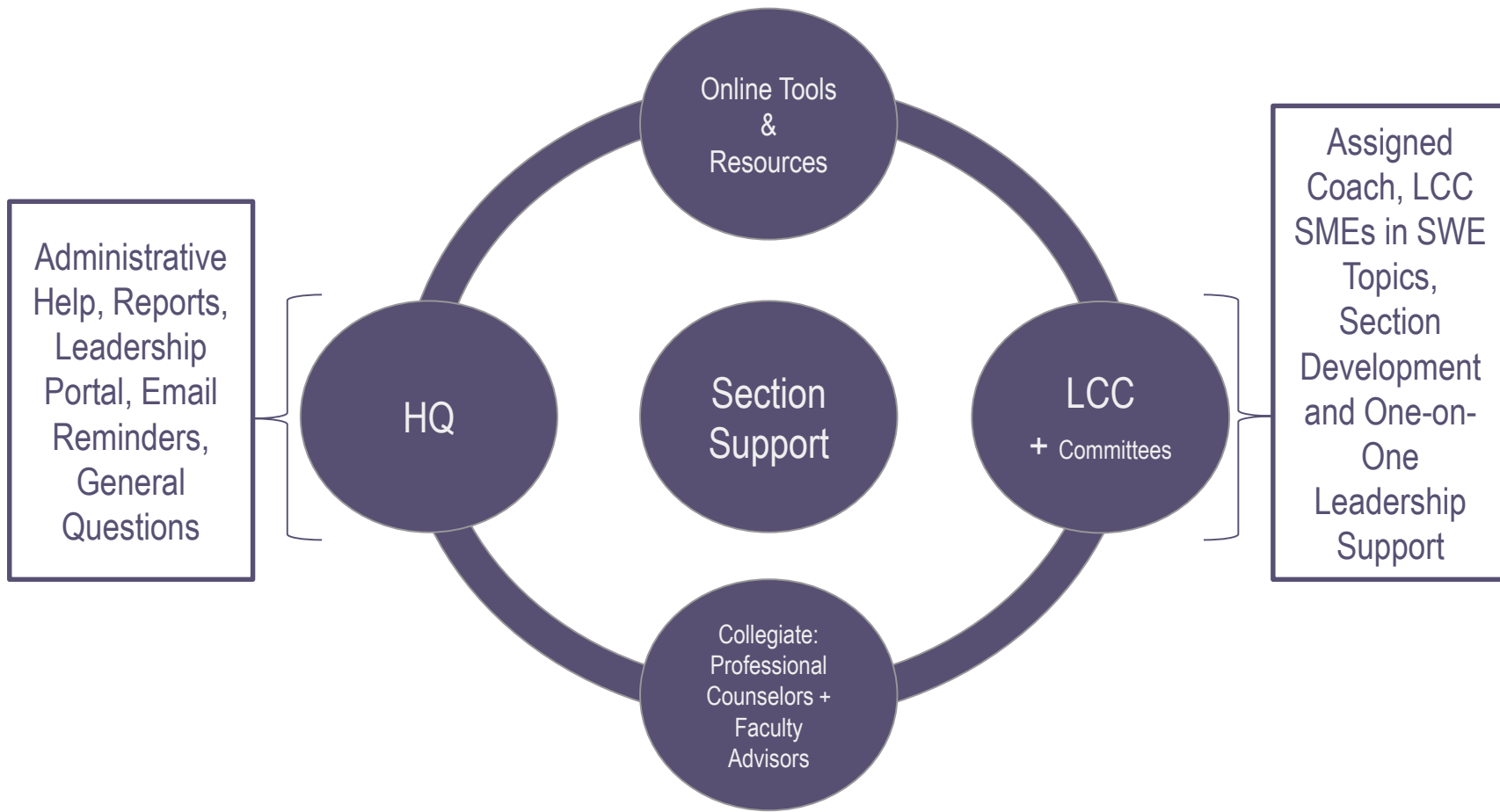
Committee Overview

What is the Leadership Coaching Committee?

- LCC Training Objective: Support SWE knowledge and the skills sections, affiliates, and members need to have productive sections.
- 65+ Leadership Coaches dedicated to support SWE sections and members.
- Leadership Coaches:
 - Have extensive SWE knowledge and experience.
 - Are located all over the US.
 - Can travel to your section at no cost!
- Learn more by visiting our social media pages:
 - Blog - <https://swelcc.wordpress.com/>
 - Facebook - <https://www.facebook.com/swelcc/>
 - LinkedIn - <https://www.linkedin.com/grp/home?gid=5188656>
 - Working to develop our Twitter and Instagram - stay tuned!
- Contact the LCC Chair (leadershipcoaching-chair@swe.org) if you have any questions or would like to get involved!



FY19 Section Support Plan



Administrative Support from SWE Headquarters (HQ)

Specific HQ Support and Contacts

Membership@swe.org

- Any questions about membership (renewing, joining, etc)
- Section Financial Reports
- Leadership Rosters

ITSupport@swe.org

- Alias Questions
- Questions about Teamwork site
- Other IT Related Questions

Outreach@swe.org

- K-12, SWENext
- Outreach
- Student Programs

Learning@swe.org

- Professional Development
- Global Programs
- Professional Programs

Scholarships@swe.org **Awards@swe.org**

If you don't know who to contact or don't hear back,
email HQ@swe.org



SWE Leadership Training from the LCC

Leadership coaches offer support to sections, MALs, and affiliates!

Coaching

- Present modules on professional development and section operations.

Consulting

- Facilitate discussions on various section improvement topics.

Section Startup

- Provide guidance throughout the chartering process.

Societal Events

- Attend Annual and WE Local conferences.
- Lead webinars throughout the fiscal year.
- Present at Leadership Summits.

All sections and affiliates including those in the chartering process have an assigned Leadership Coach!

Apply to Be a Leadership Coach

- If you were interested in or held a Region leadership position, then consider applying to be a Leadership Coach!
- Application + SWE Resume + 2 References
 - General SWE knowledge and experience
 - Excellent communication, consulting, and interpersonal skills
 - Flexibility, openness to change, and motivated
- Email leadershipcoaching-chair@swe.org for more information.
- No deadline - the LCC is always accepting applications!



LCC Sessions at WE17

- **Lightning Talks**, Friday October 27, Room 18CD, 3:10-5:10 pm
 - How to Get the Most out of Your LCC Coach - Leslie Griffiths
 - How to Run a "SWEek of Welcome" Recruitment Initiative
 - How to Have a Difficult Conversation with an Underperforming SWE Leader
 - How to Use SWE Volunteer Positions to Complement Your Career
 - How to Find Your Section's Next Officer Team - Chhavi Gupta
 - How to Develop Your Section's Corporate Relations
- **Transitioning to the Workplace AND Staying Involved in SWE: A Panel Discussion with LCC Coaches**, Friday October 27, Room 7, 2:45-3:45 pm
- **Professionalism in Your SWE Section**, Saturday October 28, Room 5, 10:00-11:00 am
- **SWE Administration and Operations**, Saturday October 28, Room 5, 2:45-3:45 pm

Drop-In Coaching
Friday October 26
9 am to 5 pm

Near the entrance of the SWE Boutique!

Questions?

Leslie Griffiths
LCC_Region_F@swe.org

Heather Wiest, FY18 LCC Chair
leadershipcoaching-chair@swe.org



Society Nominating Committee

Karen Horton, Region F Representative

Region Meeting

October 26, 2017

Austin, Texas

Today's Talking Points

- FY18 Society Nominating Committee Members
- Call for member participation in feedback
- SWE Leadership Competency Model
- Campaign Policy
- What Does the Nominating Committee Do?
- General Timelines
- What Does the Nominating Committee Not Do?
- Committee Representative Requirements

Society Nominating Committee

FY18 Chair: Kerrie Greenfelder - Region I (Non Voting)

FY18 Deputy Chair: Andrea Karalus - Region F (Non Voting)

Region A: Allison Goodman*

Region B: Jan Williams

Region C: Inaas Darrat*

Region D: Laura Gimpleson

Region E: Janie Robinson*

Region F: Karen Horton

Region G: Colleen Layman*

Region H: Stacey Delvecchio

Region I: Kaitlyn Bunker*

Region J: Kalyani Mallela

* Two Year Term ends at end FY18

Your input matters!

FY18 Call for Society Feedback

Society Officers, Senate & Board of Trustees

Membership survey in Oct 26 - Nov 10 timeframe

Open Positions:

- President-Elect
- Treasurer
- Director (3 positions)
- Trustee (3 positions)
- Deputy Speaker of the Senate
- Senate Secretary

SWE Leadership Competency Model



SWE Leadership Competency Model

Often achieved during undergraduate and graduate studies

Often Achieved during practice

Novice

Advanced
Beginner

Competent

Proficient

Expert



SWE Leadership Competency Model

- ◆ How it is used in Nominating Committee Process
 - Nomination Form
 - Candidate Statement
 - Member Feedback
 - Candidate Evaluation

SWE Policy on Campaigning and Endorsement of Candidates

<http://societyofwomenengineers.swe.org/new-logo/category/11-policies>

- ◆ Nominating Committee provides this “friendly reminder:”
- ◆ The primary source for information about Society ballot level candidates is the statements and ballot information provided via official Society channels.
- ◆ Use of SWE’s electronic resources is not permitted to promote individual candidates or to solicit signatures for a petition nomination. This includes SWE list-serves, SWE distribution lists, and SWE groups on social media. Personal email, including SWE alias emails, and personal social media venues are permitted.
- ◆ Announcements made in the course of SWE business meetings, including conference calls, newsletters, or face-to-face meetings that an individual is running for office are permitted. Links to the primary information source should be included.
- ◆ Messages in the course of SWE business or which use SWE resources that encourage voting for a specific candidate or that discuss candidates platforms are not permitted.
- ◆ SWE print or electronic advertisements are not permitted.
- ◆ Alleged violations will be referred to the Society Ethics Committee for investigation and action

What Does the Nominating Committee Do?

- ◆ Solicits candidates for Society positions (Officers, Directors, Senate leadership, BOT)
- ◆ Gathers member feedback on candidates
- ◆ Assesses candidates based on interviews and validated feedback
- ◆ Prepares a slate based on what's best for SWE
- ◆ Provides feedback to slated and not-slated candidates
- ◆ Collects and provides feedback on the nomination process
- ◆ Revises and updates nomination forms and processes accordingly
- ◆ Selects Nom Com chair and deputy chair

FY20 and beyond potential additional duties due to new governance structure

FY20 positions to be filled

- **President Elect**
- **Secretary**
- **Director (2 positions)**
- **Collegiate Director**
- **Speaker of the Senate**

- **Deputy Speaker of the Senate**
- **Senate Secretary**

- **Trustee (3 positions)**

- **7 Senators**

- **Audit Committee Chair-E**
- **Bylaws Committee Chair-E**
- **Ethics Committee Chair-E**
- **Finance Committee Chair-E**
- **Nominating Committee Chair-E**

What the Nominating Committee Process Does Not Do

- Choose society leaders
- Assess electability of candidates
- Mentor or otherwise aid candidates

Key Dates

- ◆ Call for Nominations
 - Sept 10 – 28
 - Nomination Form and Consent Form
- ◆ Solicit additional candidates (as needed)
 - Oct 8 – 21
- ◆ Candidate self-evaluations/information
 - Oct 26 – Nov 10
- ◆ Society Feedback on Candidates (survey)
 - Oct 26 – Nov 10
- ◆ Evaluate Candidates, Conduct Interviews (as needed) & Provide Feedback
 - Nov 18 – Jan 31
- ◆ Slate shared with Society
 - Feb 1



Society Nominating Committee Representatives

- ◆ Two year term
 - Opposite the Region Governor
- ◆ Selected by the Region Council (*final year of Region election*)
 - *Regions A, C, E, G, and I will need to select a new representative for FY19-FY20 term*
- ◆ One half (5 out of 10) of committee selected each year
 - Maintains continuity year to year
- ◆ Professional member with Society-level experience
- ◆ Cannot serve back-to-back terms
- ◆ Cannot be immediate past Nominating Committee Chair or Deputy Chair
- ◆ Cannot run for BOD, BOT or Senate leadership during term
- ◆ Cannot be Region Governor during term
- ◆ Cannot be nominated for office during term

Selecting Region Representatives to the Society Nominating Committee

- What makes a good Region Representative?
 - Recent experience at the Society level
 - Senate, Committee Chair, BOD, BOT, Past RG, etc.
 - Interest in helping to shape the future of SWE
 - Knowledge of Society bylaws and procedures
 - Ability to dedicate time to the positions
 - 1-2 phone calls per month all year
 - Regular work via e-mail
 - Significant time evaluating candidates in Nov/Dec time frame
 - Broad acquaintance with many SWE members
 - Able to deal positively with conflict and change



Any questions, comments or concerns...
Region F Representative: Karen Horton
Contact: kjoycehorton@gmail.com