



Society of
Women Engineers

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FY15 Region F Council Teleconference

November 12, 2014

Engineers Make a World of Difference

Agenda

Nov. 12th Region Council Call		
Roll call and determination of Quorum	8:00	Beth P.
Society Nomimating Committee update	8:05	Michele F.
Bylaws Committee update	8:15	Norma M.
Awards Committee update	8:30	Maureen M.
SWE Vaules - Diversity and Inclusiveness	8:45	Jenny L.
Announcements and Important dates	8:50	Jenny L.



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FY15 Bylaws Committee

Chair: Michele O'Shaughnessy

Michele.oshaughnessy@swe.org or bylaws-chair@swe.org

Chair-Elect: Norma Ester Medina

Society Secretary: Wendy Landwehr

Region Governor Summit

August 16, 2014

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Agenda

- Purpose
- Committee Members
- Goals
- Collegiate Section Bylaws Template
- Region Bylaws Template

Purpose (from Committee Charter)

- Reports to the Society Secretary
- Review & approve section, region & members at large bylaws
- Review & comment on proposed amendments to the Society's bylaws
- Prepare templates to aid sections & regions in preparing bylaws
- Educate SWE members on the purpose & functionality of bylaws

Bylaws Committee Members

Name	Region	Region Supporting Bylaws Review
Michele O'Shaughnessy	D	
Norma Ester Medina	F	
Esther Heller	A	A
Jeannette Lindemann	A	B
Islin Munisteri	C	C
Danielle Kamel	C	C
Laura Gimpelson	D	D
Christina Bechard	D	D
Charlene Willenbring	H	H
Heather Wiest	H	H
Corliss Bonner	I	I
Barb Darnell	J	J
Catherine Thomas	J	J
Claire Shortall	MAL	Society

Goals

Increase the number of representatives on the bylaws committee

Conduct a training session for newer bylaws committee members;
“how to” review a bylaws submittal

Mentor Program ie Pair long term committee members with new members as mentors to provide historical perspective

Region bylaws template approval by the BOD

Goals

90% of sections with current approved bylaws ie Reduce the number of outstanding bylaws for the committee to review

Review / update the bylaws committee charter

Call for Volunteers

Collegiate & Professional Members

Responsibilities:

participation in monthly conference calls

Interact with sections regarding:

bylaws status

questions bylaws committee may
request clarification on submittal

additional information needing to
be included in the bylaws

highlight areas of interest & needing
discussion on call

FY15 Bylaws Status

Bylaws Chair reviewing the status of all section bylaws (ie approved, submitted to committee and status of review, outstanding/not submitted vs HQ approved bylaws list)

Updated List will be provided to DR/DDR for distribution to the RGs

Collegiate Section Bylaws Template

Section 4. Non-Discrimination Policy

In accordance with the Society's policies & purposes, the **region** shall not discriminate in connection with its membership & its services to the public at large.

“section” should be used instead of “region”

Status

Bylaws Committee Chair making a list of approved bylaws with 2013 updates

HQ will update the sections already approved with 2013 updates

Bylaws committee will update those in the review process

Bylaws committee will make the template update & post, distribute a reminder to the RGs/Lt. Governors & RCRs

Region Bylaws Template

Reviewed/Updated: March & July Bylaws Conference Calls

Draft final version being reviewed by bylaws committee

Any changes need to be posted at least 45 days prior to the scheduled date to be approved by the BOD (~9/4/14); RGs will be notified via DR

Submit the motion for the BOD to approve the revised template & standard

Regions & Sections do not need to vote on changes that are mandatory



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Society Nominating Committee

**Region F Meeting
October 11, 2014**

Michele Fitzpatrick, Region F Representative

Today's Talking Points

- FY15 Society Nominating Committee Members
- Committee Representative Requirements
- What Does the Nominating Committee Do?
- General Timelines
- SWE Leadership Competency Model
- SWE Leadership Challenges
- Your Questions

Society Nominating Committee



FY15 Chair: Alyse Stofer– Region H (Non Voting)

FY15 Deputy Chair: Cheryl Manning - Region E (Non Voting)

Region A – Esther Heller

Region B – Vi Brown

Region C – Carol Bachman

Region D – Beth Posey Leonhard

Region E – Andrea Stenberg

Region F – Michele Fitzpatrick

Region G – Mary Kinsella

Region H – Nora Lin

Region I - Brenda Wolfe

Region J - Kelly Griswold Schable

FY2016 Call for Nominations

Society Officers & Board of Trustees

Issued September 10, 2014 (via e-blast)

Open Positions:

- President Elect
- Secretary
- Director (2 positions)
- Deputy Director of Regions
- Trustee (2 positions)
- Speaker of the Senate
- Deputy Speaker of the Senate
- Senate Secretary

Society Nominating Committee Representatives

- ◆ Two year term
 - Opposite the Region Governor
- ◆ Selected by the Region Council
- ◆ ½ 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 Nom Com Chair
- ◆ Cannot run for BOD, BOT or Senate leadership during term
- ◆ Cannot be Region Governor 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 calls per month all year not just until slate is set
 - Regular work via e-mail
 - Significant time evaluating candidates

What does the Nominating Committee do?

- ◆ Solicits candidates for Society positions (Officers, Directors, Senate leadership, BOT), gathers member feedback on candidates, assesses candidates, and prepares a slate based on what's best for SWE
- ◆ Provides feedback to slated and not slated candidates
- ◆ Revises and updates nomination forms and processes

What the Nominating Committee Process Does Not Do

- Choose society leaders
- Assess electability of candidates
- Mentor candidates

General timeline

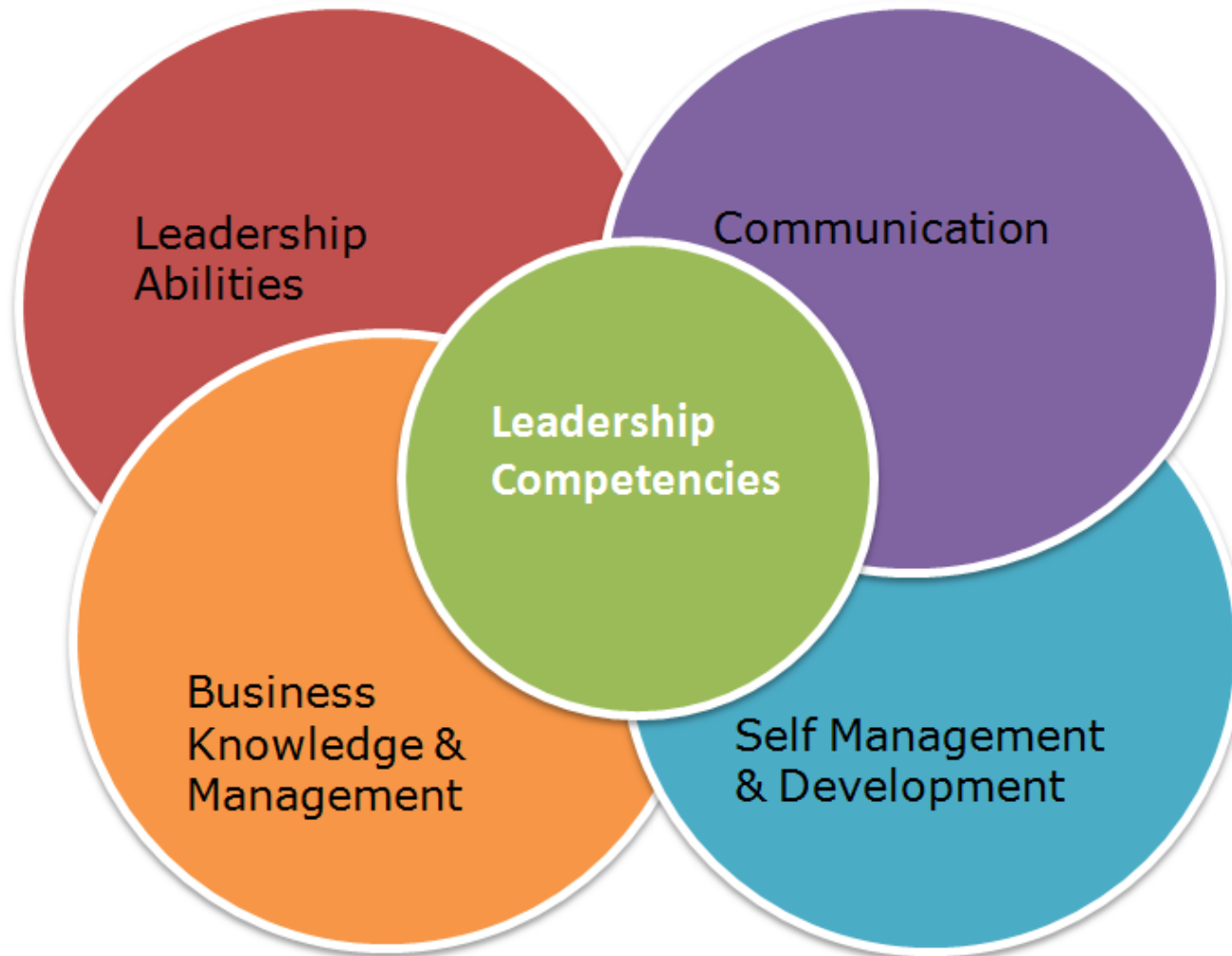
- ◆ Call for candidates goes out NLT Sept 15
- ◆ Nominations typically due ~end of Sept (this year's deadline was September 28, 2014)
- ◆ Verify eligibility, send out self evaluations
- ◆ Request candidate feedback from members (Oct/Nov)
- ◆ Evaluate candidates
- ◆ Provide feedback to slated and not slated candidates
- ◆ Compile slate, submit to BOD (early Feb)
- ◆ Collegiate Director Candidates (late Feb)

SWE Leadership Competency Model



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SWE Leadership Competency Model

Often achieved during undergraduate and graduate studies

Often Achieved during practice

Novice

Advanced
Beginner

Competent

Proficient

Expert

SWE Core Competencies

Leadership Abilities

Communication

Business Knowledge

Self Management

◆ How it is used in Nominating Committee Process

- Nomination Form
- Candidate Statement
- Member Feedback
- Candidate Evaluation

Leadership Challenges

◆ Challenges:

- Diverse pool of candidates
- Knowledge and experience of candidates
- Maintain status quo vs seeking break-out opportunities

Leadership Challenges

- ◆ Diversity & Inclusion is one of SWE's greatest challenges.
- ◆ Concerns expressed by the Society's Past Presidents and Fellows in FY14-Q4 regarding the Nominating & Election Process
- ◆ August 2014 – National Nominating Committee Chair expressed concerns from leadership regarding lack of members stepping up for leadership positions.

Questions

- ◆ Questions or comments can be sent to me at:
mfitz@tvconnect.net, 860-884-1520 M
- ◆ Note: Region F will be electing a new
Nominating Committee representative Spring
2015.



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SWE Awards and Recognition Committee

Maureen Masiulis
Chair FY15
Awards-chair@swe.org

Award Committee Overview

- ◆ Coordinates all phases of activity related to selecting recipients of individual awards and recognition
- ◆ Makes nominations of members for external awards
- ◆ Identifies potential external recognitions and awards for members
- ◆ Leads the coordination and works with other committees on internal Section and Region Awards as well as Collegiate Competitions

- ◆ Awards:
 - External
 - Individual/Collegiate Awards
 - Region/Section Awards
 - Collegiate Competitions

Award Committee Positions

◆ Chair (1-2 year term)

- Oversees all award programs
- Oversee publication and distribution of award/recognition information
- Submit updates to be published in SWE News.
- Works with the committee to update/maintain award packets for all awards programs
- Works with BOD POC to prepare motions for the Board of Director (BOD) meetings for approval of the individual award slate and award updates.
- Work with HQ to coordinate award presentations for SWE Awards Banquet and Celebrate SWE at
- CANNOT nominate candidates for awards nor write letters of support for any award candidates
- CANNOT be nominated for any individual awards while in the position

Chair-Elect (1 year term)

- Assists Committee Chair with responsibilities and any special projects

Award Committee Positions

◆ Award Coordinator

- Generate/Update judging score sheets
- Solicit judges
- Recommend award recipient(s) based on judging results
- Support feedback requests (as applicable)
- Provide recommendations for improving the selection criteria and process
- CANNOT be nominated for award she/he is currently coordinating
- CANNOT nominate candidates for awards nor write letters of support for any candidates in the category she/he is currently coordinating

◆ Award Judge

- Review awards packages and provide feedback in accordance with the award specific score sheet
- Provide recommendations for improving selection criteria and process
- CANNOT be nominated for award she/he is judging
- CANNOT nominate candidates for awards nor write letters of support for any candidates in the category she/he is currently judging

Award Committee Member

- Support any special projects
- Support review of award package updates

External Awards

◆ New Faces of Engineering – Professional

- Information Posted ~September
- Packages Due ~Mid October

◆ New Faces of Engineering – Collegiate

- Information Posted ~October
- Packages Due ~Mid November

◆ <http://societyofwomenengineers.swe.org/index.php/awards/external-awards>

Individual/Collegiate Awards

INDIVIDUAL

- ◆ Achievement Distinguished Eng. Educator
- ◆ Distinguished Service Emerging Leader
- ◆ Entrepreneur Fellow
- ◆ Global Leadership Prism
- ◆ Resnik Challenger Medal Rodney D. Chipp Memorial
- ◆ SWE Distinguished New Eng Work Life Integration
- ◆ Suzanne Jenniches Upward Mobility
- ◆ *Woman in Eng Advocate (NEW) Mentoring (NEW)*

COLLEGIATE

- ◆ Outstanding Faculty Advisor Outstanding SWE Counselor
- ◆ Outstanding Collegiate Member

Package Posted – December, Nominations Due – March 31st

<http://societyofwomenengineers.swe.org/index.php/awards/individual-awards#activePanels>

Section/Region Awards

- ◆ Communication
 - ◆ Membership
 - Collegiate Transition
 - Membership Retention Program
 - Region Membership
 - ◆ Multicultural
 - Professional
 - Collegiate
 - ◆ Outreach
 - Event/Series Program
 - Outreach MOU Partnership
 - Parent and Educator Program
 - ◆ Professional Development
- Collegiate to Career
Membership Recruitment Program

Package Posted – March/April, Nominations Due – July 1st

http://societyofwomenengineers.swe.org/index.php/awards/region-section#activePanels_0,1

Collegiate Competitions

- ◆ Outstanding Collegiate Section / Outstanding New Collegiate Section
 - Package Posted - February, Due - May 31st
- ◆ Collegiate Poster Competition
 - Package Posted – February, Abstracts Due – June 15th
 - Selected candidates compete at SWE Annual Conference
- ◆ Team Tech Competition
 - Proposal Deadline - January 15th
 - Top teams compete at SWE Annual Conference
- ◆ SME Bowl
 - Competition conducted at SWE Annual Conference

<http://societyofwomenengineers.swe.org/index.php/awards/collegiate-competitions#activePanels>

Helpful Hints

- ◆ Plan Ahead
 - Previous years award packages are a good guide for planning what awards you should be nominated for or should nominate your peers
 - Many of the nomination packages take time/effort to put together
- ◆ Read the requirements
 - Incomplete nomination packages or nomination packages that do not meet the requirements will be disqualified
- ◆ Judges come from a variety of backgrounds, review MANY packages, and ONLY score candidates by the material presented
 - Clearly demonstrate that you meet the requirements
 - Give quantitative examples surrounding the selection criteria wherever possible
 - Don't assume they know things - your company, your programs, roles you've held

If you have questions ask them

Talk to someone that has gone through the process before

- Participate in the training sessions
- Email the awards chair



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SWE Values

Elizabeth Bierman
SWE FY15 President

SWE Values

Inclusive Environment

Professional Excellence

Mutual Support

Integrity

Trust



SWE's Inclusive Environment

◆ Inclusive Environment

We embrace diversity in its broadest interpretation and commit to creating an inclusive environment for all our members and stakeholders. We value the contributions of a diverse membership, which enables SWE to achieve its full potential.

Diversity Statement

- ◆ At SWE, we acknowledge and respect the value of a diverse community. We recognize that the scope of diversity includes race/ethnicity, family status, age, physical abilities, sexual and affectional orientation, actual or perceived gender, gender identity and expression, socio-economic status and occupational focus. Our society will maintain an environment that is supportive of these elements, and we will promote inclusion within our organization and the engineering community.
- ◆ ***We Commit to:***
 - Developing women in engineering across socio-economic strata and occupational focus.
 - Encouraging the interest and active participation of women and girls of under-represented ethnic groups, including African-Americans, Asian-Americans, Hispanics, Pacific Islanders and Native Americans.
 - Providing support to women which acknowledges and respects differences in family status, sexual orientation, age, and physical abilities.
- ◆ We will ensure that all bylaws, policies and charters support SWE's commitment to diversity. We will align with and participate in those activities and organizations that encourage all dimensions of diversity.

Vivid Description

- ◆ SWE will be a driving force for promoting a diverse workforce and **inclusion** of all, not limited to engineers. SWE will actively work to create a community where the profession welcomes and respects individual, personal, and career choices amongst all cultures.

Moving towards an Inclusive Environment

- ◆ In order to be an inclusive leader, one must keep five things in mind:
 1. Take risks
 2. Be culturally aware
 3. Actively listen
 4. Separate members from stereotypes
 5. See cultural differences as assets

Region business / announcements

- Stephanie Yum is our new Region F Facebook and Twitter social media maven!
- Remember to submit reimbursement form and receipts for funding if you have been approved for WE14

Upcoming Important Dates

November 13: Deadline for Society nominations feedback

November 15: Tax deadline for sections, regions, MAL org to submit e-postcard/990

~ Dec 1: First Call for Nominations for Professional Senator and Collegiate RCR/RCCE/RCS

December 10: Final Region Council Teleconference of 2014

Reimbursement Form

All requests for reimbursements must include the reimbursement form.

Date of Request:
Name:
Make Check Payable to:
Mail to Attention of:
Address:

All receipts must be legible and include the transaction date. **Only travel expenses** reimbursed are lodging, transportation (including baggage fees), and early bird conference registration fees up to the amount approved by the Conference Support committee or Region Governor.

Description of Expense:	Date:	Amount:	Budget Line Item (for Treasurer use):
TOTAL TO BE REIMBURSED:			