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Revision: 1

Procedures of the Rocky Mountain Section of the Society of Women Engineers Section Committees

SECTION COMMITTEES

The executive council may establish standing or ad-hoc committees as the need arises. Standing committees and recurring ad-hoc committees for the Section shall be defined in this Section Procedure.

Standing committee – considered a permanent continual part of the Section. The standing committee has certain functions to perform that are essential to the harmonious operation of the Section.

Ad-hoc committee - formed for a limited period of time to address a specific need. When the work of the ad-hoc committee is completed, the committee is dissolved. An ad-hoc committee may exist for less than a year or for a year or more depending on the extent of the work assigned to it.

The executive council shall prepare a description of the duties and reporting relationships of each standing or ad-hoc committee.

Standing committees shall have a chair. Candidates must be voting members of the Society in good standing and have experience that demonstrates competency in skills as determined by the executive committee.

Chair positions may be singular or split into shared roles.

The president or executive council shall approve appointment of all committee chairs, except the chair of the nominating committee.

The members of the committees shall be appointed by the chair of the committee.

Each committee shall have an executive council contact. Except for the nominating committee, the executive council contact shall also serve as an ex officio member of the committee. The executive council contact shall be designated by the president.



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Each committee may develop policies and procedures for the operations of that committee. No such policies and procedures shall conflict with the Society bylaws, Section Agreement, or other adopted rules of the Section.

Each standing committee chair shall present a status report to the membership when requested by the executive council contact. Upon request, each committee chair shall also prepare an annual report providing input to the section’s final report to the Society.

Committee chair contact list shall be kept current with basic contact information for each chair.
[SWE RMS EC & Committee Chairs Contact List](#)

Standing and recurring ad hoc committees are:

Role	Reporting Structure	Committee Type
Awards	VP Membership	Standing
Certificates of Merit	VP Outreach	Standing
Collective Wisdom Group	VP Professional Development	Standing
Communications	Vice President	Standing
Corporate Partnership	Treasurer	Standing
Counselor	VP Collegiate Engagement	Standing
Discussion Club	VP Membership	Standing
Essay Contest	VP Outreach	Standing



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Financial Assessment	President	Recurring Ad-Hoc
Fund Development (Internal)	Treasurer	Standing
Gear Up Collegiate Partnered Speaker Series	VP Collegiate Engagement	Standing
GESTEM	VP Outreach	Recurring Ad-Hoc
Local Social	VP Membership	Standing
Nominating Committee	President	Recurring Ad-Hoc
Marketing	Vice President	Standing
P. O. Box	Treasurer	Standing
Scholarships	VP Collegiate Engagement	Standing
Spring Summit	VP Collegiate Engagement	Recurring Ad-Hoc
SWENext	VP Outreach	Standing



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Awards

Oversee the section's Summit Awards Program that recognizes those for their outstanding achievements and contributions to RMS. Solicit and collect nominations. Coordinate with the EC to judge the applications and facilitate the judging process. When winners have been chosen, notify the winners and invite them to the Awards Banquet, typically held at Spring Summit in April. Write a newsletter article about the winners for the blog. Also supporting the annual section Awards Celebrations.

Coordinate SWE award nominations and applications for individual members and the section at the WE and WE Local conferences. Inform the EC of application deadlines for the WE and WE Local group awards, and work with members of the EC and committee chairs to submit applications for group awards. Advertise deadlines for individual members WE and WE Local award in the email newsletter. Additional responsibilities could include supporting SWENext Award nominations. (Note: Various members are responsible for putting together the Award nomination packets for individuals or for awards that are applicable to their functional areas of responsibility. The Awards Chair reviews for general compliance with requirements and may submit the final nomination documents.)

Maintain awards database for RMS Summit Awards and SWE Awards of RMS members or programs that previously received awards or were nominated but not selected. Maintain copies of RMS Group nominations. [Awards](#)

Certificates of Merit

Responsible for collecting nominations and sending certificates, recognizing up to three female students in each high school for outstanding achievement over three years in both mathematics and science. Solicit nominations from high schools. Create and distribute certificates. Coordinate volunteer presenters. [Certificate of Merit](#)

Collective Wisdom Group

Oversee the Collective Wisdom Groups, a unique opportunity for group mentoring. CWG is a program that brings together members in similar stages of their career, providing peer support. Solicit participation for peers and guides. Review applications for participation and group together participants. Set up each group to move forward with an initial meeting, reviewing the



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mentoring agreements and overall program expectations. Resolve any conflicts, such as asking a participant to leave the program due to inconsistent participation. [Collective Wisdom Group](#)

Communications

Responsible for communicating the SWE RMS Marketing and Branding Strategy consistently across blog posts, email newsletters, and section website.

The Communications Chair is responsible for the relaying information from the Executive Council to the blog writer(s), email newsletter publisher(s), and webmaster(s). Maintain consistent communication quality with content that is active, engaging, relevant, and aligned with the overall strategy. They ensure all SWE branding guidelines are incorporated into the section's communications approach and always adhered to. Works heavily with the Marketing Chair to ensure that the communication of the SWE RMS mission, values, and strategy is consistent across all platforms and coordinating the planning of communication updates, necessary graphics, and content for committee chairs.

Blog Writer - Responsible for maintaining the SWE RMS blog. Content for the blog will be decided by the Marketing and Communications Chairs in conjunction with the blog writer. The blog will have a minimum of one post per month, with ad-hoc requests from the Marketing and Communications Chairs.

Newsletter - Responsible for publishing weekly email newsletters. Coordinates content priorities and non-Section requests for publication. Establishes article size and length to accommodate newsletter requirements. Edits articles (as necessary) to accommodate available space, and to correct grammar and punctuation.

Webmaster - Responsible for maintaining the Section website. Regularly updates the website content based on upcoming events, officer changes, etc. Receives content input from the Executive Council and Committee Chairs and weekly emails. Maintains services such as website provider, domain name registration, and website forwarding. Webmaster duties include responding to technical problems on the website, and responding/forwarding questions from website visitors to facilitate adjudication. [Communications](#)



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Corporate Partnership

Be the Section's resource for identifying corporate partnership alignments. Seek out new corporate partnerships for financial support, partnering opportunities, and volunteers. Create and distribute marketing materials to solicit corporate partners. Maintain a list of corporate partners and corporate liaisons. Communicate opportunities to the Corporate Liaisons via regular newsletters.

Responsible for developing and writing grant proposals to grant-making organizations and will persuasively communicate RMS's mission and programs to potential funders with grant programs. Assemble and submit grant requests, establish and maintain personal contact and relationships with granter contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines. Potential programs to seek grant funding include the mini-conference (SWE PDG), 6th Grade Essay Contest, and other professional and outreach events. May also assist the GESTEM Financial Sponsorship Subcommittee with grant research and/or writing. Corporate Partnership Chair and Corporate Partnership Grant Writer and Researcher may be two roles if there is enough volunteer interest. [Corporate Partnership](#)

Counselor

A SWE Counselor is a Professional SWE member and is elected by a Collegiate Section. A Counselor works with the Collegiate Section in several roles, and the primary role is to ensure that the Collegiate Section remains in good standing with SWE headquarters. This includes the following:

1. The Collegiate Section holds their elections in accordance with their Section Agreement, the Society bylaws, and their Section Procedures;
2. That the Collegiate Section Procedures are in accordance with the Section Agreement requirements;
3. Section reports are submitted to SWE headquarters by the dates required, etc.

A Counselor may also serve as a connection with the world outside of the college/university environment. The Counselor can be a role model, reference, mentor, cheerleader, or any number of other things that students often look to a professional to fill. The Counselor is also a great connection to the Rocky Mountain Section's happenings.

The Collegiate Counselor Liaison facilitates communication between collegiate counselors within the Rocky Mountain Section boundary. [Counselor](#)



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Discussion Club

Responsible for coordinating the group discussion on a topic in any media (ex. article, book or podcast). Responsibilities of the discussion group leader include deciding what will be reviewed and discussed, soliciting participation, establishing dates of review discussions, creating the format of review discussions, and sending reminders about the events. [Discussion Club](#)

Essay Contest

Responsible for the Great Women in Engineering and Science 6th Grade Essay Contest, selecting subjects from a rotating list, sending advertising to schools in Colorado and Wyoming, collecting the essays, distributing for judging, and recognizing prize winners. The Chair will solicit volunteers to help judge the essays and facilitate the judging process. When winners have been chosen, the Chair notifies the winners and invites them to the Awards Banquet. The Chair distributes prizes to honorable mentions, honorable merits, and school participation. [Essay Contest](#)

Financial Assessment

The financial assessment committee examines the financial statements and the financial records of the Section. Financial assessments determine if the accounting procedures conform to established procedures and best practices used by other nonprofit organizations and helps to ensure that the accounting of the organization is objective, fair, complete, and accurate.

The specific objectives of the financial assessment will address one or more of the following general management objectives:

- Safeguard the assets of the organization.
- Ensure the accuracy, reliability, timeliness, and integrity of the accounting and operational data.
- Promote operational efficiency.
- Ensure compliance with managerial policies, laws, regulations, and sound business practices.

During the course of the assessment, conditions may arise which warrant further investigation of the assets of the organization or prompt recommendations for the organization to change



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existing financial policy and/or procedures. The financial assessment committee chair should evaluate the situation and make timely recommendations to the officer contact.

[Financial Assessment](#)

Fund Development (Internal)

Implement fundraising activities for the section. This includes member events, partnered events (sip and paints, Macy's Day, etc.), and crowdfunding activities. Set funding goals, including any considerations for expenses. Seek out passive opportunities, such as the Amazon Smile account. [Fundraising](#)

Gear Up Collegiate Partnered Speaker Series

Organizes professional development events designed for early professionals and collegiates. Partners with a Collegiate Section to engage the collegiates to co-host events. Events may be done on a bi-monthly basis, or as the schedule permits. Organizes the topic, speakers, location, and RSVPs for each meeting. Event topics should vary, covering topics such as work/life balance, professional development, technical topics, local industry tours and other events. [Gear Up Collegiate Partnered Speaker Series](#)

GESTEM

Responsible for the annual Girls Exploring Science, Technology, Engineering, and Math (GESTEM) outreach event, which is a FREE event for over 1000 local 7th grade girls. The GESTEM Committee plans the event attending biweekly or monthly meetings and is also expected to attend in-person setup the evening before the event and in-person on the day of the GESTEM event. The GESTEM Committee consists of an Overall Event Chair, which oversees the project management of the event including schedule, budget, running of meetings and reports. The Overall Event Chair also plans the keynote and icebreaker activities for the event opening. The committee is then split up as follows:

- Fundraising/Sponsorship Committee- responsible for corporate sponsorships, grants, and freebies and sends report to sponsors on event numbers
- Communications Committee- responsible for consistent messaging via email, website, and social media. Works with external advertisers and public news organizations



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- Workshops Presenters Committee- responsible for workshop presenters application, review, selection, coordination, training and surveys
- Logistics Committee- responsible for coordinating venue, vendors, photographer, transportation, decorations
- Registration Committee- responsible for schools application, review, selection, coordination, training and surveys
- Volunteers/Guides Committee- responsible for volunteers registration, coordination, training, volunteer gift and surveys
- Parent Educator Program (PEP) Committee- responsible for planning and executing PEP program and activities

The Goals of GESTEM are as follows:

- Identify and strategically invite young women that may not have exposure to STEM in their current school or home atmosphere
- Demonstrate how STEM careers use math and teamwork to solve problems where helping people is an integral part of STEM careers
- Demonstrate that innovation requires diversity in gender, ethnicity, religion, culture and many other factors

[GESTEM](#)

Local Social

Social chairs plan, publicize and execute local social events in a localized geographic area within the Section to foster networking among members. Typically 6-12 events are planned in a fiscal year. There can be one or many local social chairs/committees depending on the geographic disbursement of section members and volunteer interests. [Local Social](#)

Marketing

Responsible for communicating the SWE RMS Marketing and Branding Strategy consistently across social media platforms and creating graphics.

The Marketing Chair is responsible for the development and preservation of the Marketing and Branding Strategy of SWE RMS ([SWE RMS MARKETING PLAN - 2021-0901 .docx](#)). Ensures that all SWE branding guidelines



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(<https://swe.org/membership/member-resources/swe-brand-guidelines-logos-and-templates/>) are incorporated into the section's marketing approach and always adhered to. Works heavily with the Communications Chair to ensure that the communication of the SWE RMS mission, values, and strategy is consistent across all platforms. Oversees the social media and marketing committee to make sure all SWE RMS accounts are active, engaging, and producing relevant content and graphics that are in line with the overall strategy.

Marketing Committee - Create graphics for the social media and communications committees. Work with the Marketing Chair to ensure the graphics are inline with the branding and strategy as well as the content for the posts. The graphics should be uniquely formatted for the specified platforms (LinkedIn, Facebook, Twitter, Instagram, Blog, Website, and Newsletter).

Social Media - Create and maintain a social media strategy for the section. Work with the section secretary, website coordinator and newsletter coordinator(s) to develop and implement an integrated social media strategy. Maintain existing section social media accounts and sponsored groups on platforms such as LinkedIn, Facebook, and Instagram. Keep Executive Council contact informed of progress and any problems or special circumstances encountered or anticipated with regard to developing or maintaining the social media presence. [Marketing](#)

Nominating Committee

The nominating committee (Nom Com) is a team of at least two (three recommended) Section members appointed to create a slate for the following year's executive council that serves the best interests of the section. The primary deliverable of the nominating committee is an election slate of at least one qualified member for each executive council position for distribution to the section membership. They are also responsible for tallying votes and announcing election results. Refer to the Section Procedures for Nominating Committee - [Procedure Documents](#).
[Nominating Committee](#)

Mailbox P.O. Box

Regularly picks up the physical mail delivered to the Section's ~~mailbox P.O. Box~~ location. Distributes the mail to the respective Executive Council or Committee Chairs. ~~Mailbox P.O. Box~~ chair must be a different person than the Treasurer to ensure security of received funds. [P.O. Box](#)



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Scholarships

Responsible for sending applications to high schools and colleges in Colorado and Wyoming, collecting the applications, and distributing for judging. The Scholarship Chair will solicit volunteers to help judge the applications and facilitate the judging process. When winners have been chosen, the Scholarship Chair notifies the winners and invites them to an awards ceremony. The Scholarship Chair should also write a newsletter announcement about the winners and the scholarships awarded. [Scholarships](#)

Spring Summit

Responsible for planning and executing the Spring Summit event. Spring Summit is a one-day professional development conference for professionals and collegians and includes an awards ceremony. The event is typically held in April of each year. The role of the Chair includes building a committee, leading committee meetings/calls, setting schedules, and being responsible for milestones. The chair should have or be able to learn project management and leadership skills. The committee members will assist with a variety of tasks, including logistics, registration, programming (finding speakers and keynotes) for the event, obtaining financial and other partners, and planning networking opportunities for the attendees. [Spring Summit](#)

SWENext

The SWENext Outreach Chair acts as a liaison between the SWE-RMS Section and the SWENext Program. The SWENext Program provides a free membership to K-12 students in the form of individual memberships or SWENext Clubs. Each SWENext Club has a SWE Member as a counselor. In addition, SWENext clubs are encouraged to engage with local SWE sections and vice versa.

The objectives of the SWE-RMS SWENext Outreach Chair include:

1. Educating and communicating SWENext programs and volunteering opportunities the SWE-RMS Section and local collegiate sections
2. Communicating SWENext with our outreach programs (e.g., essay contest, GESTEM, scholarships)
3. Increasing engagement with local SWENext Clubs (e.g., sending emails, coordinating meet-ups, sharing SWENext Club events, getting members to present at schools, etc.)



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4. Communicating SWENext with the local community (e.g., local schools, school boards, libraries, etc.)
5. Communicating SWENext with other outreach programs (e.g., FIRSTRobotics, ScienceFair, etc.)

SWENext