

SWE Section Advisory Council Charter and Procedures Template

Purpose:

The SWE Section Advisory Council (AC) helps the SWE Section Executive Council (EC) with meeting the strategic and operational needs of the section. The type of assistance provided by the AC may change as the section's needs change. Activities may include, but are not limited to, assisting with:

- Long range strategic planning and providing historical operational knowledge
- Financial plans and/or budgets, endowment opportunities (scholarships) and investment strategies (works with Treasurer)
- Special interest group and corporate partnership planning
- Succession planning
 - Assist the president with finding committee members
 - Assist in identifying and/or nominating members to EC ballot
 - Subset of Advisory Council to serve as nominating committee members (only those not running for an elected position)
- Mentoring section officers and committee chairs in their current section position and developing a SWE career plan and resume for future national section roles
- Suggest nominees for SWE and outside awards
- Section Vitality – investigate and suggest ideas on how to ensure that the section remains vital and enhances the image of SWE
- Assist the section president as needed

Advisory Council Member Qualifications & Application Process:

- Have been a member of SWE or other professional organization for at least 10 years
- Have held leadership positions in a professional organization for at least 5 years and has a good working relationship with the current local SWE section.
- Suggested (but not required) to have leadership experience at the former regional or national level of SWE along with having been a member of the Leadership Coaching Committee (LCC), served as a SWE Subject Matter Expert (SME), or had a leadership position with a SWE affinity group.
- Agreement to serve at least two (2) years and participate in majority of meetings

Current and past presidents of the current local section are automatic members of the AC. All others shall apply to the AC via the Application Form which is sent to the current section president by the AC Chair for review and approval by the current AC membership and section EC. The application is included as an appendix to this procedure. The AC should determine when applications are accepted (at a certain time during the year or at any time). Sections should communicate the application process on a regular basis.

Advisory Council Operating Procedures:

- Develop (and update as necessary) the AC operating procedure and forward to the Executive Council for inclusion in section overall procedures. This includes defining and selecting positions for the AC (such as chair, record keeper) as deemed necessary. At a minimum, the AC must have a chair.
- Meet on a regular basis (preferably monthly, but at least twice during fiscal year). The AC chair is responsible for scheduling and conducting the meetings. The current section president (or other designated section executive officer) will normally attend all AC meetings.
- The AC reports out to the SWE local section EC via the AC chair or designated section executive office after each AC meeting.
- Maintain an action item list and/or meeting minutes.
- If an AC member becomes inactive for over two years, the chair will contact that member and request they step down until schedules or interests change at a later date.
- The AC chair maintains the Advisory Council roster and forwards to the section EC on a yearly basis.

**Appendix: SWE Section Advisory Council
Application Form**

Instructions:

Please complete the information requested below and present this form to the SWE Section President (or designated officer). You may add as many lines as you might need.

Name		SWE Member Number
Address	Work Phone	Home Phone
Employer	E-mail Address	Cell Number

Qualifications

- A. 1) Have been a member of SWE or other professional organization for at least 10 years
- 2) Have held leadership positions in a professional organization for at least 5 years and has a good working relationship with the current local SWE section.

Either attach a SWE and/or Professional resume, or list applicable activities/positions in form below.

Year I joined SWE	Activity/Position	Organization/Section

B. Have held a National SWE office, National SWE Committee Chair, Leadership Coaching Committee (LCC), Subject Matter Expert (SME), or Affinity Group (AG) leadership position, and/or any former regional positions. Either attach SWE resume or list below:

Year	National Office or Committee Chair position held

C. Why do you want to be on the Advisory Council and what is your vision for this SWE section's future and your role in achieving it.? (Limit response to 100 words.) *

D. Be able to participate on the committee activities for a minimum of 2 years. As committee member, you will need to attend the majority (to be defined by the committee) of the meetings. Typically, these meetings are conference calls during xxxxx time of the week.

Do you foresee any problems participating?

E. What in your background do you believe is important for this position? (optional)

Signed: _____ **Date:** _____

Send completed application to:

SWE Section President

address

City, State, Zip

or submit via e-mail to: swe_”section”@swe.org

You will be notified within 2-3 weeks of receipt of application regarding your committee membership.