

Standing Committees Continued...

History

- ⇒ Provide historical retrospectives through *InterAct*, history articles, general meetings and sponsored events.
- ⇒ Ensure the proper preservation of ICSEW records and history for future generations.

Membership

- ⇒ Coordinate the member appointment process, maintain attendance records, and enforce the attendance policy.
- ⇒ Develop a method of information exchange between transitioning members.

Professional Development

- ⇒ Sponsor opportunities for state-employed women to develop as leaders, professionals and individuals.
- ⇒ Support the ICSEW members in mentorship activities.
- ⇒ Share information about professional development with ICSEW members.

Ad Hoc Committees

- Other ad hoc committees may be established as needed. Their role is to research and report on issues of importance to women in state government.
- ⇒ Conduct research.
 - ⇒ Document pros and cons.
 - ⇒ Provide recommendations for actions.
 - ⇒ Assist in implementing decisions of ICSEW, which have the support of the Governor.



ICSEW Mission:

"To Better the Lives of
State Employed Women"

ICSEW

Membership

Roles &

Responsibilities



For more information about ICSEW,
visit our Web site:

www.icsew.wa.gov

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Governor's Interagency Committee of State Employed Women

*"To better the lives of
state employed women"*

Membership Composition

- ⇒ Representation from all state agencies and Institutions of higher education.
- ⇒ For membership, the member applies online, and the member's agency director or elected official sends a letter of recommendation to the Governor.
- ⇒ Persons serving on the Committee serve two-year terms.
- ⇒ In case of a vacancy, an appointment is for the remainder of the unexpired term.

Roles and Responsibilities

Member

Member:

- ⇒ Actively serve on a committee.
- ⇒ Attend general membership meetings, normally six each year.
- ⇒ In the absence of the member, an alternate may be designated to attend. The alternate may vote provided a signed proxy is submitted at or prior to the bimonthly meeting.
- ⇒ Notification will be sent to the agency after a member has missed two consecutive meetings.
- ⇒ Maintain communications between ICSEW, the agency director, and co-workers by posting/distributing the newsletter and any other pertinent materials gathered at meetings.
- ⇒ Represent the opinions of your agency to the ICSEW.
- ⇒ Notify the agency director if unable to complete term and ensure that a replacement is nominated.

Member's Supervisor:

- ⇒ Provide sufficient resources and time during work hours for participation in ICSEW activities.

Member's Agency Director:

- ⇒ Nominate employee(s) to serve as a member(s).
- ⇒ Notify the Governor's office if a vacancy occurs and nominate a replacement for the unexpired term.
- ⇒ Ensure budget and agency support for the representative.

Executive Board

Chair:

- ⇒ Appointed by the Governor.
- ⇒ Conduct meetings.
- ⇒ Communicate recommendations to the Governor.
- ⇒ Appoint Executive Board.
- ⇒ Submit annual report to the Governor.

Vice Chair:

- ⇒ Develop and monitor legislation of interest to ICSEW.
- ⇒ Arrange for and introduce speakers at meetings.
- ⇒ Preside in absence of Chair.
- ⇒ Supports the Chair.

Executive Secretary:

- ⇒ Keep minutes of meetings.
- ⇒ Prepare and make available final minutes for board approval and post on the ICSEW Web site.

Treasurer

- ⇒ Oversee and administer the funding of ICSEW.
- ⇒ Develop the fiscal year budget.
- ⇒ Provide budget reports.
- ⇒ Pursue grant funding.

Standing Committees

Communications:

- ⇒ Act as an information clearinghouse.
- ⇒ Publish the bimonthly newsletter, the *InterAct*.
- ⇒ Market ICSEW to the public.
- ⇒ Develop and maintain the ICSEW Web site.

Conference

- ⇒ Plan and administer all aspects of the ICSEW Biennial Conference for approximately 400 delegates.
- ⇒ Prepare agenda and schedule keynote speakers and workshop presenters and manage the conference registration process.
- ⇒ Provide assistance and support throughout conference.

Education

- ⇒ Develop and administer or participate in seminars, conferences, special events/displays, and the legislative process.
- ⇒ Develop an annual calendar of events.
- ⇒ Schedule monthly ICSEW trainings and special events.

Health & Wellness

- ⇒ Develop and administer or participate in seminars, conferences and special events/displays intended to raise awareness about women's health issues and promote healthy behaviors.
- ⇒ Educate women and families about healthcare issues and options.
- ⇒ Provide information about current health and wellness events and issues.

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