

Interagency Committee of State Employed Women (ICSEW) Committee Policies and Procedures

2.03 Agency Representation

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Date Modified:

PURPOSE

This policy provides direction to ensure open communication between ICSEW representatives and agency or institutional head (Secretary, Director, Administrator, etc.).

INTENT

The intent of this policy is to provide a process that ensures communication between ICSEW representatives and agency or institutional head (Secretary, Director, Administrator, etc.) to develop a mutual understanding of the responsibilities of each party relevant to the ICSEW. It is also intended to provide a process for ICSEW representatives to effectively fulfill their roles.

SCOPE

This policy applies to all participating state agencies and ICSEW representatives.

RESPONSIBILITIES

Agency and Institutional Heads

- Nominate an agency representative to serve as an ICSEW member for a 2-year term.
- Provide sufficient resources and time during work hours for appointed members' participation in ICSEW activities.
- Notify the Governor's Office in writing of any mid-term vacancies and nominate a replacement to fill the unexpired term.

ICSEW Representatives

- Maintain communication between the ICSEW, your agency or institutional head (Secretary, Director, Administrator, etc.), and agency employees.
- Represent the opinions of your agency to the ICSEW. Actively serve on at least one subcommittee.

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- Ensure agency representation at each of the bimonthly general membership meetings.
- Notify your agency or institution head if unable to complete the term and ensure that a replacement is nominated.

POLICY

ICSEW representatives are required to maintain communication with their agency or institutional head (Secretary, Director, Administrator, etc.) or his/her designee. It is recommended that an executive briefing be prepared annually.

Key topics to be addressed are as follows:

- Establish contact for periodic executive briefings.
- Establish protocol for disseminating ICSEW information throughout the agency.
- Provide briefings on the following topics:
 - ICSEW current goals.
 - Committee activities.
 - Upcoming events.
- Ask for suggestions regarding issues affecting women that the ICSEW should address.

PROCEDURE

ICSEW representatives should schedule an annual meeting with their agency or institutional head (Secretary, Director, Administrator, etc.) or his/her designee.

ICSEW representatives should develop a means of communication with their agency and their agency or institutional head or his/her designee for the purpose of ICSEW activity briefings and executive guidance.

RELEVANT LAW AND OTHER RESOURCES

[Executive Order 06-01](#) supersedes the Executive Order 89-09 reaffirming the Interagency Committee of State Employed Women (ICSEW).

[ICSEW Bylaws](#). This link will be updated annually.

Board Approved:
6/24/2004