Printing Instructions: Set your printer for landscape, and print on both sides of the paper; then fold like a pamphlet.

Congratulations on being selected to represent your agency on the Governor's Interagency Committee of State Employed Women (ICSEW). This begins what should be a valuable two years of growth for you through service both to your agency and to women employed in state government. You are now a member of an advisory board seeking to enhance the working conditions and employment opportunities for state employed women.

Membership Basis

- One representative from each state agency and four-year institution of higher education employing not less than 25 women.
- An appropriate number of representatives designated by the State Board for Community College Education on behalf of the Community College System.
- Agencies or institutions employing more than 2,000 women have one representative for every 2,000 women.

Roles and Responsibilities

Agency Director

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

Member's Supervisor

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

Member

- Attend a minimum of four required meetings per 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 without giving notice.
- 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.
- Actively serve on a committee.

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

- Arrange for and introduce speakers at meetings.
- Preside in absence of Chair.

Executive Secretary

- Keep minutes of meetings.
- Prepare and send notices of meetings to all members.

Standing Committees

Budget

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

Communications

Act as an information clearinghouse.

- Publish a bimonthly newsletter.
- Publish an annual report on activities of ICSEW.
- Market ICSEW to the public.

Conference

Plan and administer all aspects of ICSEW Biennial Training Conference for approximately 500 delegates.

- Directly oversee conference development and organization.
- Prepare agenda and schedule keynote speakers and workshop presenters.
- Manage 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 special events.
- Develop and monitor legislation of interest to ICSEW.

Health Care/Wellness

Develop and administer or participate in seminars, conferences and special events/displays intended to promote holistic good health of women in the state.

- Conduct research.
- Provide recommendation for action.
- Educate women and families about healthcare issues and options.
- Provide information about current health and wellness events and issues.

Membership

Coordinate the member appointment process, maintain attendance records, and enforce the attendance policy.

- Develop a method of information exchange between transitioning members.
- Publish the "Networking Guide."

Promotional and Career Opportunities

Develop the means and the opportunities for state employed women to develop their careers and achieve promotions they deserve.

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.

For more information about ICSEW, visit our website at: http://www.icsew.wa.gov

Governor's Interagency Committee of State Employed Women

ICSEW

Interagency Committee of State Employed Women

Member Roles and Responsibilities