



## Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 600.1

Procedure Name: Becoming an ICSEW Representative Procedure

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### PROCEDURE

A position is vacated when an ICSEW representative notifies the ICSEW chair or membership chair of a resignation or when the Executive Board recommends removal of a representative to the chair. The membership chair will notify the ICSEW chair of any resignations. The Agency or institutional head shall appoint a replacement to fill the unexpired portion of a 2-year term for a vacated position.

Steps to becoming a member:

- Confirm vacancy—current or anticipated.
- Obtain your supervisor's support.
- Obtain your agency or institutional head's (Secretary, Director, Administrator, etc.) support.
- Complete a Boards and Commissions application.
- Develop a current resume.
- Forward your Boards and Commissions application and current resume to your agency or institutional head for inclusion in their nomination letter.
- Have your agency or institutional head send their nomination of you with your Boards and Commissions application and current resume to the membership chair.
- When the members term is expired the member recruits for a replacement according to their agency procedure.
- The member is responsible to inform the membership chair of coming and going alternates.

### RELEVANT LAW AND OTHER RESOURCES

Executive Order 16-04

ICSEW Bylaws

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

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