



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 610.1

Procedure Name: Agency Representation Procedure

PROCEDURE

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 ICSEW membership chair 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.
- 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.

Key topics to be addressed with your agency are as follows:

- Establish contact for periodic executive briefings.
- Establish protocol for disseminating ICSEW information throughout your 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.

RELEVANT LAW AND OTHER RESOURCES

Executive Order 16-04

ICSEW Bylaws

Revised Date: 11/01/2016

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Page 1 | 2



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Page 2 | 2