

Women in EDS (WiEDS) COMMITTEE CHARTER

Version 1

A. GENERAL

The EDS WIE Committee (WiEDS) is a sub-committee of the IEEE EDS Membership committee. The Committee chair is appointed by and reports to the Vice-President of Membership. The mission and scope are intended to meet EDS strategic goals and align with IEEE WIE.

B. SCOPE

WiEDS Vision: A vibrant community of EDS women and men collectively using their diverse talents to innovate for the benefit of humanity.

WiEDS Mission:

Actively seek out and adopt best practices for organizations to foster equity and inclusion.

Support the independence and collaboration of women engineers and researchers in the technology field

- To facilitate the recruitment and retention of women members in EDS.
- To mentor, encourage, and acknowledge women's achievement in EDS technical field.
- To promote collaboration and technical exchange with women female members in EDS and other technical societies.

C. FUNCTIONS

Recognize women's outstanding achievements in EDS Fields of Interest through EDS award nominations and other national/international award nominations.

- Organize receptions workshops and forums at major technical conferences to enhance networking and to promote membership in WIE.
- Publicize WiEDS activities through booklet, newsletters, and social media.
- Develop and monitor diversity and inclusion in all current EDS fields of interest and potential new fields of interest by measuring demographics.
- Advocate for women in leadership roles within EDS governance, and career advancement for women in the profession.
- Provide assistance with the formation of new WIE Affinity Groups and support ongoing activities collaborating with local chapters.
- Coordinate and collaborate with IEEE Women in Engineering, and participate in and contribute to IEEE-wide future initiatives
- Administer the IEEE Engineers Demonstrating Science – an Engineer-Teacher Connection (EDS-ETC) as well as Student-Teacher and Research Engineer/Scientist (STAR) Program to mentor young women in junior high school and high school.
- Promote member grade advancement for women to the grades of Senior Member and Fellow.
- Facilitate the development of programs and activities that promote the entry into and retention of women in engineering programs.

D. COMPOSITION

The WIE Committee shall consist of the following members:

Chair: Appointed by the Vice President of Membership

Members: Between 5 and 15 members on the committee. Committee members must be members in good standing of EDS. Committee members will be selected considering affiliation (industry/academia), region, and gender in the EDS fields of interest. The Committee may have *ad hoc* non-voting advisor(s).

E. APPOINTMENTS AND TERMS OF OFFICE

The members of this Committee are nominated by the EDS president, in conjunction with the Membership VP. The Chair and members of this Committee are subject to approval by the EDS Forum and shall serve a two-year term. A member shall not serve a total of more than two-terms.

F. VACANCIES

- In the event of incapacity or absence of the Chair, unless excusable, the EDS President shall select a new Chair to be approved by the Forum.
- If other vacancies occur, they are filled using the methodology originally used to fill that position.

G. MEETINGS

- The Committee shall meet a minimum of two times per year, either in person or by any means of electronic communication, such as teleconference, WebEx, etc.
- Electronic mail, teleconference, and other non-face-to-face means of communication may be utilized for the transaction of business (and for the conduct of meetings) as called by the Committee Chair.
- A majority of the members of the Committee shall constitute a quorum.
- To approve an action, a majority of the members of the committee must affirm the action, with a quorum present. The *ad hoc* advisors and nonvoting members are not included in quorum tabulation.
- Voting shall be conducted in accordance with Robert's Rules of Order, unless otherwise specified in the EDS or IEEE governing documents.

H. REPORTS

The Committee Chair, or designee under limited circumstances, shall provide a verbal report to EDS during each BoG series of meetings, outlining the committee activities transacted and outlining future challenges and strategies.

I. CHANGES TO CHARTER

Changes to this Charter must conform with EDS governing documents and shall be approved by the EDS Forum.