



Arkansas Council for Women in Higher Education  
Committee Information  
Revised January 2021



## List of ACWHE Committees

1. **Annual Conference Committee**
2. **Professional Development Committee**
3. **Bylaws Committee**
4. **Membership Committee**
5. **Finance Committee**
6. **Communications Committee**
7. **Recognition Committee**
8. **Mentorship Committee**
9. **Fundraising Committee**

## COMMITTEES DESCRIPTION AND RESPONSIBILITIES

### Section 1. Committee Representation and General Responsibilities

The committees' overall function is to carry out the purposes of Article II of the Bylaws and to strengthen the other activities of ACWHE, the President is authorized to appoint such special committees as is deemed advisable by the Executive Board and membership. The Executive Board will form and maintain standing committees and ad hoc committees as needed to facilitate local and national initiatives.

- Committees will be composed of at least one Executive Board member and may include Institutional Representatives and general members.
- All committee members will have to complete an interest application, and there should be no more than five members on the committee unless approved by the President.
- Each committee Chair will be responsible for recruiting committee members and recommending a Co-Chair.
- Committee members will serve a one-year term.
- The Chair will delegate a Recorder for taking meeting minutes. The Recorder will have one week from the meeting date to share the minutes with the Secretary.
- All Committee Chairs will report to the Executive Board at all regularly scheduled meetings of the Executive Board. Reports will be in written format to be included in the minutes of the Board meeting. Oral reports may be requested by the Executive Board or by the Council.
- Standing committees shall include the Annual Conference Committee, Professional Development Committee, Steer Committee of Organizational Effectiveness, Bylaws Committee, Nominating Committee, Membership Committee, Communication Committee, Finance Committee, and Recognition Committee.
- The ad hoc committee should include the Fundraising Committee.
- Committees are not authorized to commit the Council to any undertaking not specifically authorized by the Executive Board or by the Council.



## **Section 2. Annual Conference Committee**

**The 1st Vice President will chair the Annual Conference Committee.** The Regional Representatives will delegate at least two IRs to serve on this committee and the Graduate Student Representative will serve on this committee. (Note: The Executive Board Officers and Committee Chairs are expected to assist and/or participate if needed in the annual conference.)

The roles and responsibilities of the Annual Conference Committee are as follows:

- Creating a comprehensive event plan including goals/desired outcomes and theme of the event
- Creating and agreeing on a comprehensive funding plan, inclusive of all estimated expenses
- Communicating regularly on the progress
- Approving all program, food, marketing plan
- Determining how to solicit/raise additional funds if needed
- Proposing ticket cost and process
- Being available at all times during the day of the event
- Participating completely during the event
- Event evaluation and follow up



### **Section 3. Professional Development Committee**

**The 2nd Vice President will chair the Professional Development Committee.** Committee members will develop the plan and calendar for professional growth opportunities (live sessions, teleconferences, electronic communiqués) for all segments of ACWHE membership.

### **Section 4. Steer Committee of Organizational Effectiveness SCOE**

**The 3rd Vice President will chair the Steering Committee On Organizational Effectiveness.** The Regional Representatives will delegate at least two IRs to serve on this committee. Additional committee members will have to complete an interest application, and there should be no more than 5 members on the committee.

The roles and responsibilities of the SCOE are as follows:

- The Steering Committee on Organizational Effectiveness will carry out a comprehensive review and study of ACWHE governance, member participation, institution participation, and community involvement to propose changes that will vitalize its success, strength, and agility as a 21st-century higher education organization.
- Review and/or create documents to assess the council's effectiveness.
- Conducting a workshop with the committees to look at explore vision and mission, and agree on goals and priority areas.
- Preparing a formal strategic planning document for 2 years for the Executive Board to review.
- Because of the sensitive nature of the work of the Committee, the 3rd Vice President can recommend creating partnerships and/or seeking consultation for Governance and Financial review.

### **Section 5. Bylaws Committee**

**The Past President will chair the Bylaws Committee.** The Regional Representatives will delegate at least two IRs to serve on this committee.

The roles and responsibilities of the Bylaw Committee are as follows:

- To ensure the organizational documents of ACWHE are reflective of the desires and needs of members and to ensure appropriate conformity of organizational and operational documents of ACWHE
- The Committee is to review all proposals submitted to amend the ACWHE Bylaws and prepare a statement of pros and cons for each Bylaws amendment to be included in for Executive Board Minutes.
- The Committee is asked to review the current Bylaws to determine if changes are needed as a result of practice or good governance and to prepare appropriate amendments for action by the Executive Board.
- Because of the sensitive nature of the work of the Committee, the Past President can recommend professional consultation of review of bylaws.



**Section 6. Nominating Committee**

**The President shall appoint a Nominating Committee of three Executive Board members.** It shall be the duty of this committee to nominate candidates for offices to be filled at the annual conference. Nominations will ensure continuity on the Board so that there is a balance between new and continuing officers. It shall be the duty of the Nominating Committee to report the proposed slate of officers to the Executive Board by the calendar deadline to communicate with the membership as described in Article 5. Section 5 Election and Term of Office.

**Section 7. Membership Committee**

**The Membership Coordinator will chair the Membership Committee.** The membership committee will plan recruitment activities, produce and disseminate invitations for membership, contribute to the newsletter, and provide a membership report and official role of active membership at the annual meeting. They are also responsible for collaborating with committees, sections, special interest groups, and membership, Board, and staff liaisons on key strategies, challenges, and needs to provide insight on membership recruitment, engagement, and retention. Membership Committee may from time to time assess and recommend products, services, and programs that will add value to the membership.

**Section 8. Finance Committee**

**The Treasurer will chair the Finance Committee.** The role of the finance committee is primarily to provide financial oversight for the organization.

The roles and responsibilities of the Bylaw Committee are as follows:

- Develop an annual operating budget
- Approve the budget within the finance committee
- Monitor adherence to the budget
- Set long-range financial goals along with funding strategies to achieve them
- Develop multi-year operating budgets that integrate strategic plan objectives and initiatives
- Present all financial goals and proposals to the board of directors for approval
- Communicate and assist committees with financial planning (e.g. Annual Conference Committee, Membership Committee, and Fundraising Committee)

**Section 9. Communications Committee**

**The Communications Coordinator will chair the Communication Committee.** Maintain the website, weblinks, a web publication of the newsletter, conference announcements, and call for papers. They will initiate and maintain a record of formal communication (upon the direction of the President) on behalf of the organization recognizing appointments, promotions, and/or accomplishments of women within the state, initiate press releases as appropriate, and work toward greater recognition of the council.

**Section 10. Recognition Committee**

**The Recognition Coordinator will chair the Recognition Committee.** The Recognition Committee will be responsible for annual updates of awards and scholarship information and applications (recommendation for types of awards should be approved by the Executive Board) and select recipients.



**Section 11. Mentorship Committee**

**The Mentor Coordinator will chair the Mentorship Committee.** The Mentorship Committee will oversee guidance and mentoring programs, ensuring that mentees are paired with an advisor or mentor who meets their specific needs.

**Section 12. Fundraising Committee**

**The Fundraiser Coordinator will chair the Fundraising Committee.** The Fundraising Committee will develop fundraising strategies and is responsible for supporting major fundraising programs. Assists in the development of fundraising goals and soliciting funds.