

IEEE Region 8 Women in Engineering Committee Operations Manual

Approved by the R8 Committee, XX October 2022

1. Charter

To serve the interests of the IEEE WIE affinity groups and female members, to promote the recognition and support of achievements of women in engineering, and to promote recruitment and retention of women in technical disciplines.

2. Composition

The Committee consists of

- Chair
- Up to four (4) members, including the Past Chair
- Up to five (5) corresponding members.

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Member Activities.

At every R8 Committee meeting, the report should include:

number of WIE AG in Sections and Student Branches, and changes since last report
relevant activities carried out by the Committee

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. Normally, the Committee meets by electronic means once per month.

5. Programs

The goals of the Committee and the programs are:

- Ensure high visibility of the activities organized and of the initiatives planned by R8 WIE by putting special effort on ensuring a high social media presence and keeping our website updated.
- Have active and vibrant WIE AGs: increase the vitality of Section and Student Branch Affinity Groups by getting closer to the active AGs, identify and revitalize dormant AGs.
- Increase the number of Section WIE AGs in R8: create AGs in the remaining sections with the help of Section Chairs.
- Collaborate with WIE AGs and Section Chairs to achieve common goals: via direct e-mails, social media, meetings, etc.
- Establish WIE participation and visibility in R8 flagship events and international conferences: we intend to have very good representation, provide technical speakers, coordinate the active participation of R8 WIE in the defined events for the year (with a session, presentation, workshop, etc.).
- Have a close cooperation with the IEEE R8 Young Professionals and IEEE R8 Humanitarian Activities Subcommittees.
- Collaborate with Diversity and inclusion subcommittee: identify common actions and activities.
- Establish the necessary coordination and collaboration between R8 and MGA, keep the team updated on news from MGA and make use of the support of MGA when needed.
- Enhance awards imprint and impact: Increase the awareness about R8 WIE programs and awards, by engaging WIE members; define clear and transparent selection criteria of awards.
- Have an annual meeting (online) with all R8 Section WIE AGs and their leadership.

5.1 Coffee talks

Small, casual group discussions on topics related to Women in Engineering, allowing the participants to gain insights into the knowledge and experience of a successful woman in STEM

5.2 SMART program

This program aims at finding tailored solutions for the particular challenges that female engineers face within each Section of Region 8, a plan enabling WIE Affinity Groups to initiate a change that works in their Section.

5.3 Mentorship program

- Participate as a mentor: suggest a successful event you held in your Section and would like to help replicate in another Section
- Participate as a mentee: suggest an event you would like to host in your Section, and we will find a mentor who has previously organized a similar one to help you!

5.4 STAR program (supported global WIE program)

The IEEE Student-Teacher and Research Engineer / Scientist (STAR) is a global WIE initiative and is not limited to Region 8. The STAR program aims at showing female school and high school students that pursuing a career in STEM is also an option for them.

6. Awards

The Committee recognizes the efforts and volunteering contributions in R8, managing five (5) awards.

- Region 8 Clementina Saduwa Award
- Region 8 Women in Engineering Section Affinity Group of the Year Award
- Region 8 Women in Engineering Student Affinity Group of the Year Award
- Region 8 Outstanding Women in Engineering Section Volunteer Award
- Region 8 Outstanding Women in Engineering Student Volunteer Award

Additionally, the IEEE Women in Engineering awards program recognizes WIE members and WIE Affinity Groups who have made outstanding contributions to IEEE WIE, their community, and the engineering profession, through their dedication and involvement in projects or activities directed toward fulfilling the IEEE WIE goals and objectives. Women engineers are among some of the most distinguished contributors to the engineering profession.

7. Contact

The Membership Development Committee can be contacted via the email alias ma-wie@ieee.org.