



Society of Woman Geographers

COMMUNICATIONS AND ENGAGEMENT COMMITTEE CHARTER

Purpose

The Communications and Engagement Committee is established by the Board of the Society of Woman Geographers to support the Board in fulfilling its responsibilities relating to the Society's internal and external communications and engagement with its membership.

Members

The Communications and Engagement Committee shall consist of at least three SWG members, of whom at least one shall be a member of the Board of Directors. Following an SWG election, a Chair of the Committee shall be elected for the following year. When a new Chair is elected/re-elected, she will begin her term in January.

Meetings

The Chair is responsible for calling and leading each committee meeting, providing guidance, and submitting a monthly committee report to the Board of Directors. A majority of the committee's voting membership shall constitute a quorum to conduct business when required. The Communications and Engagement Committee shall meet at times determined by the Chair. Meetings are usually held via videoconferencing; regular email communication shall occur between scheduled sessions.

Reports

The Communications and Engagement Committee shall deliver monthly reports to the Board and provide updates on recent activities.

Responsibilities

- To develop and oversee all major communications sent to members including newsletters, bulletins and news releases. The committee shall ensure that all communications are professional and accurate and are delivered to headquarters staff who are responsible for providing assistance as requested and distribution to the membership in a timely manner.
- To promote SWG and support like-minded geographers and geographical organizations through social media including Facebook and Instagram.
- To oversee the maintenance and revision of the SWG website (along with staff and a contract website developer) and ensure that it contains relevant information of interest to members, is kept updated and free from errors.
- To assist the President, SWG committees, and board members with communication and engagement input as requested.
- To recruit new committee members as required.

- Deliver an Annual Report to the Board
- Align Committee Goals with overall SWG Strategies.

Length of Commitment

The Communications and Engagement Committee's terms align with the SWG fiscal year and the induction of new officers each January. Members are encouraged to commit to at least two years on this standing committee in staggered terms, ensuring essential organizational memory and continuity in fulfilling the committee's responsibilities.

Policy Compliance

All committee members are required to comply with SWG's Board-approved policies, including the following:

Harassment and Discrimination Policy: SWG prohibits all forms of harassment and discrimination. This policy applies to employees, volunteers, board and committee members, and all individuals with a professional relationship to SWG, across all organizational activities and communications. Harassment is defined as unwelcome conduct that creates an intimidating, hostile, or offensive environment.

Non-Disclosure and Confidentiality Policy: Committee members must exercise professionalism, sound judgment, and diligence to safeguard against the unauthorized or inadvertent disclosure of Confidential Information.

Committee members are expected to familiarize themselves with both policies in full. Unauthorized disclosure of Confidential Information or harassment of staff or members constitutes a serious violation of this charter and may result in disciplinary action.

2026 Committee Members

Libby Ingalls, Chair
 Tina Chiarelli
 Debra Denker
 Ulyana Horodyskyj Pena
 Trudy Suchan

Adopted by the Board of Directors on May 31, 2025