



Society of Woman Geographers

EXECUTIVE COMMITTEE CHARTER

Purpose

The Executive Committee exercises the powers of the Board of Directors concerning issues that arise and require attention between regularly scheduled Board meetings when convening the Board is not feasible. This includes conducting the day-to-day affairs of the Corporation, overseeing the annual assessment of the Board and its committees, as well as self-assessment by each director, and addressing other governance matters outlined in this Charter.

Members

The Executive Committee will consist of the Board officers, including the President, President-elect, Secretary, Treasurer, and Assistant Treasurer.

Meetings

The Executive Committee will meet at the time and in the manner designated by the Committee Chair (Board President). Notice of the time and meeting setup of each meeting will be given as specified in the bylaws for Board meetings. A majority of the Committee members will make up a quorum, and the decisions of that quorum will represent the Committee's actions. The Committee will keep a record of its actions.

Reports

The Executive Committee shall report all action it takes to the Board at its next regular meeting succeeding the taking of such action.

Responsibilities

- The Executive Committee shall address issues between Board meetings requiring Board action when it is impractical to convene the entire Board for a special meeting.
- To the extent permitted by applicable law, the SWG Articles of Incorporation, its Bylaws, and District of Columbia law, the Executive Committee is authorized to act on behalf of the entire Board; however, the Executive Committee shall not have power or authority over the following matters:

- Adopting, amending, or repealing any provisions of the SWG articles of incorporation or bylaws.
- Electing, appointing, or removing any Director.
- Making final policy determinations.
- Approving any sale of significant assets of SWG.
- The Executive Committee may call a special meeting of the Board.
- The Executive Committee shall have the following responsibilities for governance matters:
 - Review and assess the adequacy of SWG's governance policies and practices on an annual basis. Then, recommend any proposed changes to the Board for approval.
 - Review and assess the adequacy of SWG's Code of Conduct and Ethics, the Conflict-of-Interest Board Agreement, and similar internal policies and guidelines at least annually.
 - The Executive Committee creates agendas and materials in preparation for board meetings, ensuring the board has the necessary information to make informed decisions.
 - The Executive Committee ensures that the organization complies with relevant United States and Washington DC laws and regulations, and SWG Bylaws and policies.
- Annually, the board helps each committee review whether its charter is adequate and suggests changes if needed.
- Coordinate with each of the SWG's Board Committees to conduct an annual self-performance review and report the results to the Board.
- Collaborates with the Operations Board Liaison to perform yearly and regular performance evaluations of essential staff members.

Length of Commitment:

The Executive Committee's terms correspond with the SWG fiscal year and the induction of new officers, which occurs each January. Each term shall last for the duration of the officer's term of office.

Policy Compliance

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

Harassment and Discrimination Policy (2026): 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 (2026): 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

President Barbara Euser, Chair

President-Elect Elizabeth “Betty” Trummel

Secretary, Kathryn Lucchese

Treasurer Elizabeth “Betsy” White

The Executive Committee is formed under the resolution outlined in the Society of Woman Geographers Bylaws Adopted 3-14-2015

ARTICLE VI

COMMITTEES

Section 1. Executive Committee. Between meetings of the Board of Directors, the day-to-day affairs of the Corporation may be conducted by an Executive Committee. Membership of the Executive Committee shall be as set forth in a resolution of the Board.

Approved by the Board of Directors on August 15, 2025