



Society of Woman Geographers

FELLOWSHIP COMMITTEE CHARTER

Purpose

The Fellowships Committee is established by the Board of the Society of Woman Geographers to support the Society's commitment to "further geographical work, to spread geographical knowledge, and to encourage geographical research" through the awarding of fellowships to woman-identifying individuals studying for advanced degrees in geography and allied fields. The Fellowships Committee oversees three fellowships: the Evelyn L. Pruitt Fellowship for Dissertation Research and the Sally Clark Award managed by SWG headquarters, and the Adelene Moffat Fellowship managed in conjunction with the New York group.

Members

The Fellowships Committee shall consist of at least three SWG members, of whom at least one shall be a member of the Board of Directors. Following a 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. 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.

Meetings

The Fellowships Committee shall meet at times determined by the Chair, with input from the Committee. Meetings are usually held via videoconferencing; regular email communication shall occur between scheduled sessions.

Reports

The Fellowships Committee shall deliver monthly reports to the Board and provide updates on recent activities. The frequency of the reports may be lesser due to the nature of the committee and that some activities are occasional.

Responsibilities

- To establish a deadlines schedule for each annual fellowships cycle, working with SWG's Programs Coordinator
- To advertise and promote the fellowships, working with SWG's Programs Coordinator
- To recruit SWG members to assist with the reading and evaluation of fellowship applications
- To develop an evaluation rubric for the fellowship applications
- To take fellowship application reader's feedback, discuss, and come to final decisions on who should receive awards and in what amounts

- Liaise with the Finance Committee to receive the amount available for the year allocation to each fund
- To draft an awards letter, notifying recipients of their awards
- To publicize the recipients of the awards, working with the Programs Coordinator
- To work with the Programs Committee on scheduling short webinar presentations by the award winners to SWG members on their research
- To recruit new committee members as required. This is the responsibility of all members what will this committee do that is different?
- Deliver an Annual Report to the Board.
- Align Committee Goals with overall SWG Strategies.

Length of Commitment:

The Fellowships 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 (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

Maria Pia Casarini, Chair
 Chris Dando
 Libby Ingalls
 Nadia LeBon
 Carol Meyer
 Christine Morel
 Ann Oberhauser

Adopted by the Board of Directors on June 28, 2025