



Society of Woman Geographers

FLAG CARRIERS COMMITTEE CHARTER

Purpose

The Flag Carriers Committee is established by the Board of the Society of Woman Geographers to support the Board in fulfilling its responsibilities relating to the Flag Carriers program.

Members

The Flag Carriers Committee shall consist of at least three (3) 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 quarterly committee report to the Board of Directors or when the activities of the committee require an update. A majority of the committee's voting membership shall constitute a quorum to conduct business when required. The Flag Carrier 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 Flag Carriers Committee shall deliver quarterly reports to the Board and provide updates on recent activities.

Responsibilities

- To ensure that the requirements to be selected as flag carriers are applied as follows:
 - Key words would be 'new' and "first"
 - The bearer should be engaged in work of a professional, geographic, or scientific nature that is innovative in at least one sense; for example, the work is being done in a place where it has never been done before; the method used is partially or wholly new; or it has never been done before by a woman
 - The expedition, of whatever size, must anticipate making a permanent contribution to the world's store of geographical knowledge (e.g., through publication, photography, taxonomy)

- To implement the application's procedure requiring that:
 - The application must be submitted to SWG Flag Carriers Committee at least 35 days prior to departure to allow for review and balloting of the Board of Directors and delivery of the flag
 - The application must describe the expedition in detail: its purpose, sponsor, specific objectives, location, and duration
 - The applicant's role in the expedition must be specified as well as the nature of the research and how the effort qualifies as new, original, or a first for a woman
- To select members who applied to the Flag Carriers Committee prior to submitting applications for approval to the Board
- To ensure that after the expedition and at the Headquarters:
 - The flag is returned to SWG Headquarters with a written report and photographs of the member displaying it at the site
 - The carrier is responsible for returning the flag without damage within 30 days after the end of the mission
 - The flag is stored in a safe place at the SWG Headquarters with the other SWG flags
 - All SWG flags should be numbered and recorded in a document saved on the SWG SharePoint together with images of the flags. This allows SWG to keep track of these assets
- To comply with the Legacy Fund's use rules regarding the available funds to allocate to Flag Carriers yearly or according to the validated applications. The final decision on the amount to award, lies with the Board of Directors
- To create and edit application forms
- To recruit new committee members as required
- To align Committee goals with overall SWG Strategies

Length of Commitment

The Flag Carriers 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

Christine, Morel, Chair

Cristina Aggazotti

Sunniva Sorby

Elizabeth “Betty” Trummel

Approved by the Board of Directors on August 15, 2025