Society of Woman Geographers

MEMBERSHIP COMMITTEE CHARTER

Purpose
As a board-appointed committee, the Membership Committee oversees the development of membership in the Society of Woman Geographers (SWG) and clarifies its values and benefits. It is also responsibility of the membership committee to work with other committees in enhancing membership benefits.

Members
The Membership Committee shall consist of at least three SWG members, with a member of the Board of Directors serving as the Chair beginning her term in January.

Meetings
The Chair is responsible for calling and leading each committee meeting, setting the agenda, and submitting committee reports to the Board of Directors. A majority of the committee's voting membership shall constitute a quorum to conduct business as needed. The Membership 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 Membership Committee shall deliver monthly reports and provide updates on recent activities for the Board meetings.

Responsibilities
- Update and maintain application forms and materials
- Review new member applications to be submitted to the Board for election into the Society
- Advise the SWG Executive Committee and Board of Directors on current membership policies.
- Ensure that the SWG membership community is vibrant, diverse and inclusive reflecting a broad socio-demographic profile. Examine how and why SWG attracts and retains members to ensure that SWG maintains societal relevance.
- The Membership Committee works with the Communications and Engagement Committee to ensure that members of the greater community are aware of SWG's resources, services, and membership benefits.
- The Membership Committee works with the Finance Committee to evaluate and advise the Board on revising the membership categories/criteria and the dues structure as necessary.

- Guide developing surveys and other research instruments to help evaluate members' needs, interests, and opinions.
- Deliver an Annual Report to the Board.
- Align Committee Goals with overall SWG Strategies.

Length of Commitment:

The Membership 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

Elizabeth "Betty" Trummel, Chair
Maria Pia Casarini
Joanna Kafarowski
Alice LeBlanc
Kathryn Lucchese

Approved by the Board of Directors on June 28, 2025