

Women's Commission Operational Guidelines

Mission Statement

The Metropolitan State University Women's Commission educates, advises and advocates with the university community on issues concerning women.

Revised 8/28/06

Women's Commission Terms

- The Women's Commission membership is open to any faculty or staff on campus. Diversity is encouraged.
- Members serve one-year terms through August and are encouraged to reapply annually.
- Solicitation for members will be conducted through e-mail annually. Terms begin in September or upon approval by the Commission.
- Current members will be contacted to verify their interest in continuing as a Women's Commission member.
- Other faculty and staff may volunteer for membership or nominate a member.
- Nominees will be contacted to see if they are interested in serving.
- The Women's Commission shall not exceed 24 members.
- New members will be voted on at the first meeting following their nomination or self-nomination.
- Membership assumes active involvement in at least one activity each year and regular attendance at meetings.

Officers: Officers are elected annually to one year terms at the May meeting.

- **Chair:** Develop the agendas, convene and conduct the monthly meetings; oversee the progress of work groups and project teams; approve expenditures.
- **Chair-elect:** Observe and assist the chair and assume the chair duties in the ensuing year.
- **Secretary/treasurer:** Take minutes of meetings and make them available to the membership; monitor the budgets (general fund and foundation account); encumber funds and process approved payments; prepare monthly treasurer's reports.
- **Communications Coordinator:** Work with project teams to publicize activities and events; update and maintain the web site; maintain the listserv, and send welcome message to new members.

Activities

- Fall welcome potluck (welcoming returning and new employees) and Women's History Month potluck. All faculty and staff are welcome to attend providing they bring a dish to pass or pay a participation fee.
- Women's History Month educational presentations (at least one activity to be co-sponsored with the women students' group).
- Co-sponsor/promote other activities sponsored by other units whose interests intersect with those of the Women's Commission..
- Advocate internally and externally on issues of concern to women.
- Members select the Elizabeth Shippee Award recipient annually.

Meetings

- Meetings are open to anyone.
- Meetings are conducted September through May on a monthly basis.