



Charter for the Committee on the Concerns of Women at Harvard (CCW):

Mission: Our mission is to improve professional and academic experiences for all women at Harvard while celebrating their successes big and small. Women make up a large and important constituency of the University, and the Committee will work to identify women's concerns within the workplace and address them through education, dialogue, community, and collective action.

Goals:

- Provide a platform for women to create sustainable professional networks and to foster career development
- Identify and give prominence to women's issues at Harvard, including gender diversity and inclusivity by communicating women's concerns with university leadership
- Provide a safe space for women to share their concerns
- Promote a supportive working environment for women at the university
- Recognize and promote diversity of gender and identity, inclusivity, and intersectionality in academic and work environments at Harvard and collaborate with other groups across the university

Vision: CCW shall seek to contribute to a Harvard community of dedicated and determined women, committed to supporting and advocating for each other's pursuit of excellence

Membership: Open to the entire faculty/staff community of Harvard University of all genders.

Funding: Funding support has historically come from the Central HR function (currently Harvard Human Resources) and as such is funded by the fringe as an employee benefit. In light of this, the majority of CCW members will be benefits-eligible employees; active affiliates with current Harvard IDs may also be included.

Structure: CCW shall be governed and organized by an Executive Committee – comprising 13 members (see below). The number making up the Executive Committee can fluctuate over time. Because CCW was founded as an avenue for women to express their concerns and to act as advocates for women's issues, the majority of the Executive Committee shall be women.

Meetings: The CCW Executive Committee will meet regularly for planning and strategic purposes, typically on a monthly basis during the academic year (8-9 regular planning meetings). One end-of-year meeting to determine the new Executive Committee membership and roles and strategic planning should be held in June or early summer.

Executive Committee Expectations: Executive Committee members shall:

- Attend a majority (~75%) of the planning meetings held ~10 times throughout the year
 - An absence in more than half the meetings will result in the member not being invited back the next year
- Set direction and establish the strategic agenda for CCW
- Conduct all business activities necessary to achieve the objectives of CCW
- Help promote the CCW agenda and events
- Actively recruit member participation

Terms: Executive Committee members shall hold the position for one (1) year with terms following Harvard's fiscal year (July thorough June). Executive Committee members can hold the position for more than one 12-month term. Outgoing members should serve in an advisory role for two months to help with acclimation.

Vacancies: New Executive Committee members can be actively recruited to establish diverse representation of identities as a priority. Diversity in identity, background, skills, University role, and affiliation will all be considered. Members may also register their interest in becoming part of the Executive Committee.

Applications for the Executive Committee and Specialized Volunteers will be posted on our website and open for approximately six weeks starting in April. The Executive Committee will review applications and invite potential members for an introduction meeting starting in June. The Committee for the next academic year will be finalized in August.

Decision-making protocol: As has been the case historically and to encourage close collaboration among Executive Committee members, decisions will typically be reached via consensus. All opinions shall be heard and considered and the Executive Committee shall foster an environment where all opinions can be safely expressed. This consensus may be conducted in person or online as the situation warrants. Should a formal vote be needed, the simple majority rule will prevail.

CCW Executive Committee Roles:

Co-Chairs (2) – The Co-Chairs will be the face of the organization and responsible for representing CCW in all University matters. This will include:

- Setting the agenda, leading all planning meetings, and distributing minutes.
- Working with Event Leaders in reaching out to potential speakers/moderators, sponsors, and joint event hosts.
- Updating the University Liaison on all Executive Committee progress and update the executive committee of all achievements.
- Representing CCW to advocates/champions at University leadership levels.
- Responsibility for planning upcoming fiscal year budget and tracking expenses during the year
- Working with Outreach team to implement strategic collaboration projects with other Harvard and groups.

Communications (2) – This team will be responsible for CCW electronic mailings and promotions. Work will include creating and distributing periodic newsletter, announcing upcoming events to the mailing list, creating flyers and communicating with sponsor groups and affiliates to promote events. This team will also support Event Leaders with the creation of promotional summaries for listing on Harvard's

Training Portal and will also monitor and moderate online conversation modules with the Social Media team. The team will be responsible for the maintenance of the subscriber list and for the annual outreach to recently hired women, and will be responsible for the accumulation and organization of all documentation and material generated by and belonging to CCW. This will include minutes of meetings, newsletters and reports, and historical materials.

Social Media (2) – This team will work on all CCW online platforms: Twitter, Instagram, LinkedIn, and the website. The team will work closely with the Communications team to promote all events across all platforms, and actively generate online conversations to promote CCW. The team will also generate content to update and refresh the website including upcoming event information and past event summaries. Will also monitor and moderate online conversation modules with the Communications team

Outreach (2) – This team will work on actively engaging with other University groups to develop strategic alliances and partnerships for events or on ongoing projects. Will help position CCW as a valuable collaborative partner and promotional ambassador for other ERGs in the university. Will help provide consistent updates about partnerships around the university.

Operations (2) – This team will support Event Leads with space and logistics planning for all CCW events. Responsibilities will likely include venue and catering reservations and AV planning. This team will also support Event Leaders in setting up listings on Harvard’s Training Portal and maintaining attendee lists. Will also support Event Leaders on the day of the event.

Members of the Executive Committee shall be responsible for planning and managing events on a rotating basis in teams of 2 or 3. This is in addition to any formal role they have on the Executive Committee.

Event Leaders (2 per event) – For each large event, leaders from the Executive Committee will sign up to oversee the logistics and promotion of at least one CCW event during the year. A calendar of events shall be set during the summer for the following academic year usually following a theme. They will be responsible for the overall planning and management of their event.

Adopted on: ***Thirteenth of September, Two thousand and Seventeen***

Amended on: ***Twelfth of September, Two thousand and Eighteen***

By: ***Executive Steering Committee 2018-19***