

Boston College Women's Collaborative
Steering Committee Expectations

The Women's Collaborative Steering Committee members serve as the decision makers for the organization, set the agendas for and facilitate monthly large-group meetings, act as official representatives, and serve as key contacts to the larger Women's Collaborative (WC) membership to facilitate the sharing, education and growth of the affinity group. Those interested in serving on the Steering Committee must:

1. Be an active member of the Women's Collaborative
 - a. Attended at least 5 general meetings within the previous 12-months and/or
 - b. Demonstrated in some form the development and advancement of the Women's Collaborative.
2. Contribute, collaborate, and work to advance the Women's Collaborative
 - a. Participate in monthly Steering Committee planning meetings (1-hour each).
 - b. Spearhead at least one large-group meeting and/or a specific, designated role within the Committee (marketing, group outreach, website, etc.).
 - c. Perform duties on behalf of the Committee and the Collaborative outside of regular meetings, which might include: group outreach, meeting planning, meeting with Boston College leadership, working with other diversity groups across campus, etc.
3. Commit to serving on the Committee for two years (June – May).
 - a. The year term is June through May, with May being the final month of serving and new members coming on board in June.
 - b. New steering committee members may be added throughout the year, as space allows.
 - c. Committee members may serve beyond the two-year term limit only in the event there are no new volunteers
4. Submit a short Statement of Interest/Commitment briefly explaining why you would like to join the Steering Committee

Appointment of new members to the Women's Collaborative Steering Committee will be made by a majority vote of the current Steering Committee members.

To ensure fair distribution of roles and duties, the Committee will have a minimum of 5 members, but will be no more than 10.

One to two members of the Steering Committee will also serve as the point person(s) for the Diversity Advisory Committee (DAC) to the Office for Institutional Diversity (OID). The WC/DAC representative(s) must attend bimonthly DAC meetings in which they will share information about the WC with the OID and other DAC members. In addition, the WC/DAC representative(s) will report back to the Steering Committee information learned from other affinity groups and the OID.

*Some exceptions to the above will be considered on a case-by-case basis for those who submit a formal request, in writing. Those requests will be discussed and considered by the committee, as a whole.