

WE Work Plan

Prepared by: Huong Nguyen

Reviewed: WE Leadership Committee

June, 2017

Vision: To create equity in the City of Portland, leading with the elimination of disparities affecting those who identify as women in the City workforce.

Mission: To empower and inspire all women within the City of Portland workforce in a supportive, non-judgmental way.

Goal:

- Build a safe, non-judgmental, and supportive community
- Raise awareness about implicit gender bias
- Identify, elevate, and address gender inequity
- Advocate for gender equity
- To celebrate women

Objective:

- Meet and network with other women within the City workforce
- Provide comradery and moral supports
- Provide networking, personal and professional development opportunities
- Offer peer support to our members

Leadership Team

Leadership team goal:

- Increase active membership
- Create opportunities for networking, personal and professional development
- Facilitate meeting with women leaders within the City workforce
- Partner with other affinity groups
- Collaborate with internal and external women-focused organizations

Long term goal: To provide member half day paid work shop. To get approval from City leaders/ management approval for half day/ whole day work shop/conference. To have a yearly workshop where the group can get together to network, to learn and exchange career information. An event where speakers, panelists, leadership trainings sessions will be available. Provide opportunity for networking.

Leadership team responsibilities:

Name	Proposed Responsibilities
Ida Salazar	Resources, mentor Meetings organizer Book club organizer
Natalie Luttrell	Women History month Networking events, Partner with other affinity groups (attending their meetings?)
Sarah Brenner	Blog writer, update website/blog, monthly meetings.
Francesca Patricolo	Charity – Fundraiser
Huong Nguyen	WE Work Plan, Budgets, Logo design contest, Identify/ finding Sponsors, Meetings Organizer.

(Bethany Nabhan could help if needed)

Group Governance

- Goals shall be attained in a supportive, non-judgmental and safe environment
- Members are to be respectful of each other's opinions, exercise appropriate confidentiality, and always follow HR 2.02 guidelines.
- Group will meet once a month for the first year. Reassess frequency when needed.
- Meeting minutes will be taken at every meeting and distributed to the group via listserv. The leadership committee will be chosen yearly. Potential members can self-identify, and the group will vote at large to approve the committee. The committee will range from a minimum of three members and a maximum of six members.
- Sub-committees can be created for individual events/tasks or to benefit the overall function of the group.
- The Group Governance can be amended by a majority of members present. The Group must advertise to its members that governance will be amended. Discussion will take place during the first meeting and a vote will be taken at the second.
- The Group may change their name to encourage inclusiveness and more accurately reflect the City employees the Group aims to represent. The name change process will mirror the governance amendment process.

Decision Making Process

- Major decisions will be made by consensus, when possible, if consensus is not reached; a vote by a majority of those members present will determine the outcome.
- Minor decisions will be made by the leadership committee. Decisions made by the leadership committee will be made by consensus, when possible, otherwise by a majority of those leadership committee members present.

Sponsor: DEEP, Equity committee

Budget: \$400/year

Milestone meetings:

1. First group meeting Present the survey/ Work Plan May 4, 2017
2. First Leadership Committee meeting May 30, 2017

Proposed Upcoming Events:

Month	Activity	WE Lead Champion
August	Logo Contest/ Ice-cream social	Huong/ Natalie
September	Charity Drive + Hot Topic Panel	Francesca
December	Networking Event	Ida
March	Women's History Month	Natalie
June	Training Event	Huong

Logo contest: Our goal is to create a logo, a symbol that represents Women's Empowerment.

Purpose: A social event for the group to get together to network. An opportunity for the group to use their imaginations and creativities to create an unforgettable symbol.

September/ Charity Drive: