**EVMS Women in Medicine and Science (WiMS)**

**Procedures and Activities**

**Executive Committee Members**

1. The Executive Committee comprises EVMS faculty, staff, and trainees.
2. The Executive Committee will be responsible for:
	1. Attend the majority (4 out of 6) Executive Committee meetings including the annual event
	2. Suggest activities and tasks for the committee based on defined needs to support the academic growth of faculty and trainees including opportunities to mentor and encourage the pipeline of EVMS women trainees and students
	3. Take ownership of tasks that arise in the planning of activities to further the mission of connecting and supporting WiMS at EVMS
	4. Share information from the committee with colleagues, departments and divisions
	5. Explore collaborations with other faculty and learner groups with other State academic institutions and community
	6. Develop collaborations with EVMS WiMS alumni
3. The Committee will meet once every other month (6 meetings per year – usually the fourth Thursday of the month) and as needed. Agendas and minutes of these meetings govern the on-going activities of the WiMS Executive Committee.
4. In the case that a member is unable to attend a meeting of the Executive Committee they will give timely notice in writing to the secretary of their intended absence and the reason for it. They will ensure that they are aware of the business passed at that meeting through the minutes thereof.
5. There is no term limit for Executive Committee members, provided they maintain a favorable standing with the committee and university.
6. Officers of the Executive Committee are appointed for a term of 2 years with the exception of secretary, which is an appointed position. The inaugural committee officers will be given a choice whether to serve another term.
7. Executive Committee Officers will include (this number may expand as membership expands but should not exceed 15 people):
	1. Chair
	2. Vice Chair
	3. Secretary
	4. Treasurer
	5. Communications Officer
8. Any Executive Committee member failing to discharge their duties for one year will be notified by the Committee. If there is no valid reason for the neglect, the member may be retired early by the Committee.
9. Nomination of new members, or review of existing members, will be at the first meeting of the WiMS Executive Committee each academic year unless circumstances require immediate action.
10. In nominating new members, the Executive Committee will invite a diverse group of individuals reflective of the greater community.
11. The criteria for nominating new members are
	1. In good standing with EVMS confirmed by Faculty Affairs and Professional Development and/or HR or be a student in good standing at EVMS
12. Voting will be by a simple majority of votes which may be decided by a show of hands, or by secret ballot. Committee members may vote for, against, or abstain from voting on any motion. The Chair of the Executive Committee must be present for the vote.
13. Additional members may be introduced and guests (non-members) may be invited to the meetings at the discretion of the Executive Committee.
14. Nominees will be informed of their nomination at least three months prior to the proposed election date and asked to submit a written statement highlighting why they wish to participate. Written acceptance of nominees must be obtained prior to their election. Self-nominations are acceptable.
15. Representatives from the following departments will be nominated and encouraged to join:
	1. Teaching & Research Members
	2. Administrative & Professional Members
	3. Clinical Members
	4. Trainees
	5. Affiliated Faculty

**WiMS General Members**

1. Members comprise EVMS faculty, staff, and trainees.
2. There is no term for membership and members will keep this status for as long as they maintain good standing with the organization.
3. Members have the opportunity to:
	1. Carry out individual duties entrusted from time to time by the Executive Committee.
	2. Participate in Executive Committe Officer elections.
	3. Join an Executive Committee meeting at the discretion of the Executive Committee.
4. Eligibility for the Executive Committee opens after one year of active participation. Upon application submission, WiMS members will receive notification regarding Executive Committee appointments.

**Fees**: Annual Membership Fee: $25 for faculty and staff and $10 for trainees (fee can be waived for applicants under special circumstances)

**\*Position Descriptions:**

**Chair:** Provides leadership and direction to the committee to facilitate the work of the WiMS Executive Committee in pursuing its vision, mission and strategic direction. To see that the committee’s business is conducted in an orderly fashion, to consult with other committee members and to ensure that decisions represent the collective views of the committee. To determine in consultation with the committee secretary the content of meeting agendas, the order and the amount of time to be devoted to each.

**Term = 2 years**

**Vice Chair:** Presides over meetings, or parts of meetings when the Chair is absent. Acts as the Chair’s designee at events that the Chair is unable to attend. Prepares to assume the Chair’s role. Coordinates preparation of an annual report for the Executive Committee.

**Term = 2 years**

**Secretary:** Maintains records of the committee, manages minutes and ensures distribution shortly after meetings. Develops the agenda in consultation with the Chair and distributes to committee members. Coordinates the logistics of meetings and events.

**Term = no term, this is an appointed position through FAPD**

**Treasurer:** Manages the finances/budget, creates the annual budget, and advises the committee on financial matters. Provides an annual financial report to the Executive Committee.

**Term** **= 2 years**

**Communications Officer:** Liaison to the Executive Committee regarding development of a communications strategy to promote WiMS, its members, and any associated activities organized by the Executive Committee.

**Term** **= 2 years**

**Executive Committee Nominations**

Name

Title

Department

Email

Additional Information: In less than 350 words, please summarize why you would like to be a member of the EVMS WiMS Executive Committee; any experience relevant to women’s advancement and /or inclusion efforts you may have; projects and /or issues you would aim to work on as a member of the group.

Please attach most recent CV.