

SSR Diversity Committee: Standard Operating Procedures

Bylaws Article XI, Section 4 (h): A Diversity Committee composed of five or more members of the Society shall work to enhance participation by minorities in the Society and in the field of reproductive sciences. Minorities shall be defined as underrepresented groups including, but not limited to members of racial and ethnic minorities and persons with disabilities. The committee shall report on the status of minorities in the Society to the Board of Directors of the Society. The Chair shall work with the Chairs of the Membership, Program, Nominating, Awards, and Education committees, with the appropriate ad hoc committee Chairs, and with Society Officers to enhance participation of minorities in Society activities including participation on committees.

The purpose of the Diversity Committee is to provide a mechanism for communication between committee members and SSR members who self-identify as underrepresented; to facilitate access to resources available to underrepresented members of SSR; and to provide a physical resource where issues of concern to underrepresented members of SSR can be raised for discussion. SSR, Burroughs Wellcome, and FASEB MARC support funding for activities. The Diversity committee should ultimately facilitate diversification of the scientific work force in the field of reproduction.

Responsibilities/Goals of Minority Affairs Committee

- G1. Increase minority membership to SSR
- G2. Increase participation of minority members in SSR activities
- G3. Provide access to professional mentoring of minority members

Leadership and Liaisons

- Chair (and co-chair if desired) selected by SSR President Elect
- Past-chair (will serve an additional year to facilitate transition)
- Board liaison
- Trainee liaison with voting rights (usually one or two)

Major Activities

- 1. Communications**
 - a) SSR Newsletter
 - b) Reports to the Board
 - c) Reports to committee members
- 2. Symposium**
- 3. Burroughs Wellcome Grant**
 - a) Trainee and Junior Faculty travel awards
 - b) Symposium
 - c) SSR administrative support for committee activities
- 4. Outreach**
 - a) Exhibit booth at Annual meeting
 - b) SACNAS/ABRCMS alternating years (includes offering trainee memberships to students interested in reproductive biology and also those presenting their research with the potential of them submitting abstracts to annual meeting)
 - c) Social Media (facebook, twitter)

Schedule

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| July | Committee meeting at SSR Annual Meeting (Chair, Committee members) |
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Symposium – handle onsite details regarding symposium with SSR staff, Chair (or designee will serve as host and introduce Symposium speaker; solicit nominations for next year’s symposium speaker at committee meeting
 Manage committee Exhibit booth at Annual meeting (Committee members and Burroughs Wellcome fellows, Chair responsible for booth schedule and poster). Contact SSR Office to coordinate details.

SACNAS/ABRCMS - selection of committee members to attend meeting
 Link Burroughs Wellcome trainees with a committee member for mentoring and partnering at annual meeting (Chair)
 Use Social media to communicate Symposium, announce Burroughs Wellcome trainees, communicate news regarding upcoming media)

August Summarize discussions of previous month's Committee meeting, send report to MAC Committee members, get additional feed-back, and finalize plans for coming year (Chair)
 Burroughs Wellcome travel fellows follow-up survey (subcommittee chair)
 Update committee website with new committee chairs and membership

September Deadline for October SSR Newsletter (SACNAS/ABRCMS outreach activities, report on Symposium and Burroughs Wellcome travel awards) (Chair)
 Update Reproductive training opportunities for ABRCMS/SACNAS meeting and on website (this includes links to FASEB and MARC travel and internship awards program)
 Work with SSR administration to determine booth materials and finalize booth travel for ABRCMS/SACNAS
 Invite Symposium speaker for following year’s Annual Meeting (Chair or designee)

October SACNAS (alternating years)
 Notify SSR program chairs and SSR administration about Symposium speaker and work with them to schedule time and dated
 Work with SSR administration about booth logistics
 Conference call with booth attendees

November ABRCMS (alternating years)
 Submit proposal to Burroughs Wellcome Fund for grant to support career development activities for under-represented minorities at the annual meeting (SSR administration handles this with help from Chair)
 Send letter and reproductive biology training opportunities to booth contacts (Chair working with SSR administration)
 Connect booth contacts with reproductive biologists at nearby institutions

December Coordinate the planning of activities with committee members and other SSR Committees (if part of the planned activities) (Chair)
 Continue to update SSR members of other mentoring opportunities available through websites (committee Members through Chair)
 Submit requests for information in preparation for Board report
 Review budget and update/revise justification for SACNAS/ABRCMS exhibit booth

January Deadline for February Newsletter (include update on outreach activities and announce Symposium speaker)
 Submit Board Report for SSR Board Mid-Winter Meeting (submitted to Board Liaison and SSR Executive Director) (Chair)

Update Burroughs Wellcome Application materials (deadline determined so that selection is prior to early registration deadline) and designate application contact (Subcommittee)
Communications with Symposium speaker about annual meeting logistics and seminar title (SSR administration)

- February** Mid-Winter SSR Board meeting
Receive Board's approval and/or recommendations of planned activities via Board Liaison; notify Committee members of Board report/recommendations and set-up action plan (Chair)
Advertise Burroughs Wellcome travel fellowships (SSR list serve, committee webpage, facebook, contact list from SACNAS/ABRCMS meeting, committee members to disperse more widely)
Update SSR Diversity committee website with information about annual meeting and Burroughs Wellcome travel fellowships
- March** Send second announcement on Burroughs Wellcome Travel fellowships (list serve, social media, personal emails sent by committee members)
Put plans into action; communicate to SSR Business Office (Chair)
- April** Send third announcement on Burroughs Wellcome Travel fellowships
Register for ABRCMS/SACNAS booth (SSR administration with input from Chair)
- May** Deadline for June Newsletter (Symposium speaker bio)(Chair)
Send inquiry to committee members to determine plans for attendance in SSR Summer Meeting (Chair)
Send third and final announcement on Burroughs Wellcome Travel fellowships
Burroughs Wellcome Deadline (May 10) and application review (committee)
Submit requests for information to SSR administration in preparation for June Board report
Review budget
Make preparations for Diversity Committee's exhibit at upcoming SSR Annual Meeting—communicate with SSR Office
- June** Notify Burroughs Wellcome Fellows (Chair and SSR administration) - Awardees are sent a letter written by and on behalf of the Chair of the committee from SSR administration, those not awarded are sent email by Chair or Chair of subcommittee.
Finalize plans for committee meeting at the SSR Annual Meeting (Chair)
Notify SSR administration about the meeting time/date and number of attendees (includes committee members, board liaison, and BW fellows, typically ~24) (Chair)
Submit Board report

Modifications to the SOP require Board approval before they are applicable

*Directors can serve as ex officio members on committees, but should not be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. Trainee members can serve on committees when invited and participate in all committee communications and discussions. The trainees on the committee can vote.**

**As approved by the SSR Board of Directors at the 2012 Summer Board Meeting.*

SSR: July, 2013

FINAL: