

Women in Reproductive Sciences (WinRS) Ad Hoc Committee: Standard Operating Procedures

Bylaws Article XI; section 5: Section 5. Ad Hoc Committees -The President will inform the Chair of each ad hoc committee of the committee's specific responsibilities.

Rationale for the existence of the WinRS Committee

Increasing commentary and debate on gender disparities in science have identified several challenges facing women seeking a professional career in academia. Persisting gender inequalities towards women have been unveiled in hiring, earnings, funding, citations and patenting. These numerous hurdles, along with subtler instances of internalized sexism, nurture the chronological decline in number of women that enroll, advance, and remain in the sciences. Data suggest that important factors driving these trends are the lack of female role models in the upper divisions of academia and the lack of policies or committees designed to increase women participation. Because the field of Reproductive Sciences needs to maximize its human intellectual capital to remain scientifically competitive, and because the Society for the Study of Reproduction is extremely supportive of equity-driven endeavors, we believe that a program fostering mentoring, international collaboration and awareness among the female membership of the Society will help level the playing field.

Missions and Duties of the WinRS Committee

WinRS is an initiative within SSR to support the professional development and advancement of **women and gender diverse** trainee, and regular members within the Society. WinRS members have established a social media presence (Facebook, Twitter, Instagram) in addition to sharing **intersectional** ideas and publications related to the unique issues faced by **women and gender diverse people** in academic and medical disciplines.

The key actions of WinRS are to:

1. Encourage and support nominations of women for SSR Board and Executive roles
2. Encourage and support nominations of women for Major SSR awards
3. Promote networking between and on behalf of women SSR members
4. Highlight the achievements and careers of women members of the Society
5. Organize an event at the annual SSR meeting to raise awareness about the challenges facing women in academia
6. Maintain social media presence (Facebook, Twitter, Instagram)

WinRS Leadership and Liasons

- Chair (Woman full member of SSR, selected by the SSR President Elect)
- Co-Chair (Woman trainee member of SSR)
- Past Chair (Will remain on Steering Committee for 1 year to facilitate transition)

- 12 Steering Committee members (Women members, with a minimum of 2 trainee representatives including the co-chair)

The **Chair** serves in this capacity for two years. The duties specific to the Chair are as follows:

1. Write a biannual report to the Board of Directors (January and July)
2. Work with the assigned Board member, and SSR administration, who are liaisons to WinRS
3. Present a yearly report to the Board at the Annual Meeting and address their concerns
4. Contribute articles to the SSR newsletter

The **Co-Chair** serves in this capacity for one year, renewable term of appointment. The duties specific to the Co-Chair are as follows:

1. Provide guidance and help to the Chair in navigating administrative responsibilities
2. Proofread documents produced by the Chair and the Steering Committee

The **Steering Committee** serves in this capacity for three years, with 1/3 of the members cycling out each year.

WinRS Subcommittees

1. Events Organization

- Set up a program for the annual WinRS Breakfast and contact speakers/participants
- Plan one mid-year event to boost WinRS engagement
- Communicate with the Business Office for the organization of events and request any potential funding required

2. Outreach

- Host WinRS table at SSR Annual Meeting
- Maintain an active social media presence (Facebook, Twitter, Instagram)
- Remind social media following of elections, events, and awards within the society.
- Amplify the women within SSR re; awards, publications, and research on social media.

3. Awards and Nominations

- Encourage SSR members to nominate women for Major Awards
- Encourage SSR members to nominate and be nominated for Board and Executive roles
- Twice annually, meet to select nominees for major awards, board and executive roles within the SSR.
- Prepare nomination packages and materials for selected WinRS supported nominees

4. Mentorship and Membership

- Recruit new, and active members of the SSR to participate in WinRS
- Connect WinRS members at different career stages
- Moderate a Slack channel for informal mentorship and resource sharing for women in SSR

Schedule

July:

Annual Steering Committee Meeting to plan for upcoming year – Chair, Co-chair, Steering Committee

Manage WinRS Table at SSR Annual Meeting – Committee members, Outreach

WinRS Breakfast at SSR Annual Meeting – Committee members, Outreach and Events Organization

Write a report for Board of Directors – Chair, Co-chair

August-September:

Summarize meeting notes from July Committee Meeting, share with committee – Co-chair

Recruit volunteers for Awards and Nominations to support nominations of women members – Steering Committee

Prepare nominations for Board of Directors – Awards and Nominations

Prepare nominations for Distinguished Fellows – Awards and Nominations

October:

Write a message for the SSR Newsletter (Summarize Annual Meeting Breakfast) – Outreach

January:

Write a report for the Board of Directors including demands/requests for upcoming annual meeting events – Chair, co-chair

February:

Write a message for the SSR Newsletter – Outreach

March:

International Women's Month Highlights with SSR Reflects and Social Media – Outreach

May:

Organize WinRS Breakfast – Events and Organization, Chair, Co-chair

June:

Nominations for Major SSR Awards – Awards and Nominations

Write a message for the SSR Newsletter – Outreach