



# Engineers & Scientists of California

Local 20 IFPTE



## Women's Committee (WC) Charter

### **1) Policy Statement**

To advance women's and those who identify as females or non-binary issues in the workplace, the Union, and the communities where we live.

### **2) Purpose**

- a) Provide a means to identify economic, social, and career-related issues impacting women in the workplace and incorporate these topics into ESC Policies and other activities;
- b) Encourage the participation of women at all levels of Union activities;
- c) Recommend to the ESC Executive Board the elimination of specifically identified systemic barriers to full participation of women in the Union;
- d) Provide a means for the Union to participate and/or support other groups and organizations on matters of importance to women in the community and the broader labor movement;
- e) Promote, through the education, activism, and communication, and other committees, the continuing education of our members regarding gender equity and rights within the Union;
- f) Recommend educational programs that address the needs of women.

### **3) Composition – Women's Committee Core Team**

The WC's Core Team is comprised of the following:

- a) Chair (preferably a woman on the Executive Board);
- b) Vice-Chair;
- c) A minimum of one Core Team member per ESC Unit, and a maximum of 3 persons per Unit.
- d) At least one of the members on the Women's Core Committee should be a woman from the Executive Board.

Each position will be reviewed at three-year intervals. Unit Executive Boards will be asked to submit recommendations for appointment to the WC Core Team by the ESC Executive Board.

Staff support will be requested as required.

**4) Composition –Women's Committee**

ESC Women's Committee will be comprised of all ESC members in good standing who are interested in participating in the Women's Committee.

**5) Responsibilities of WC Chair**

The WC Chair will provide leadership and is responsible for assigning and coordinating the work of the WC. This includes:

- a) Responding to questions and topics concerning women's issues relating to the purpose of the WC;
- b) Communicating with other groups and organizations relating to the purpose of the WC consistent with the Policies of ESC;
- c) Produce reports as required;
- d) Delegating her authority to the Vice-Chair when the Chair is unavailable.

**6) Responsibilities of WC Vice Chair**

- a) Act as WC Chair when Chair is unavailable;
- b) Lead subcommittee to work on special tasks as assigned by the WC Core Team.

**7) Responsibilities of the WC Core Team**

- a) Attend WC Core Team meetings;
- a) Approve a work plan to support the goals of the WC as mandated by this Charter;
- b) Promote WC campaigns, initiatives, and events through planning, coordination, promotion, and attendance.

**8) Responsibilities of the Women's Committee**

The WC will:

- a) Review and approve the report of the WC Core Team;
- b) Attend meetings of the WC;
- c) Submit requests and suggestions to the WC Core Team via the WC Chair.

**9) Authority**

The WC Chair is authorized to:

- a) Act as a spokesperson for WC within ESC;
- b) Speak externally on behalf of ESC, within the WC's mandate.

**10) Mode of Operation**

- a) The WC Core Team shall normally meet at least four times per year; there shall be provisions for additional meetings by video/telephone conference call or in person, as the need determines;
- b) The Core Team may, at its discretion, delegate special tasks to Core Team members or to appropriate subcommittees, which shall report back to the full Core Team. Each subcommittee will include at least one member of the Core Team;
- c) The decision-making process will be done by consensus. If agreement cannot be reached a vote will be taken;
- d) Quorum of the Core Team shall be 50%;
- e) *Robert's Rules of Order* shall apply to WC and WC Core Team meetings.

*NOTE: Updated and finalized January 25, 2021*