

SSR Diversity Committee: Standard Operating Procedures
Updated: 09/2023

SSR 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. 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.

Responsibilities and Goals:

1. Increase minority membership to SSR
2. Increase participation of minority members in SSR activities
3. Provide access to professional mentoring of minority members
4. Promote an inclusive and respectful environment for all members

Leadership and Liaisons

- Chair and co-chair 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)

Duties of the Committee

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 workforce in the field of reproduction.

Major Activities

1. **Communications**
 - a. SSR Newsletter and blog: text to commemorate Black History Month/ Black in STEM (February), Asian American and Pacific Islander Heritage Month (May), Pride Month (June), Disability Pride Month (July), Hispanic Heritage Month (Sept 15 – Oct 15), Veteran's Day (November 11 in U.S.), and Native American Heritage Month (November). For each celebration, SSR members or researchers from the reproduction field will be highlighted. The chair will assign one commemoration to one or two committee members who will be responsible for finding a candidate who wants to be highlighted, will conduct the interview (virtual), will put together the final text, and will submit the text to the SSR newsletter/blog.
 - b. Reports to the Board
 - c. Reports to committee members
2. **Symposium (Diversity Lunch)**
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. Social Media (Facebook, twitter)

Schedule:

JULY

- Committee meeting at SSR Annual Meeting (Chair, Committee members)
- 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.
- Use social media to communicate Symposium, announce Burroughs Wellcome trainees, communicate news regarding upcoming media)
- Publication of Disability pride Month text (July) on SSR blog

AUGUST

- Summarize discussions of previous month's Committee meeting, send report to 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
- Write and submit text for Hispanic Heritage Month (Sept 15 – Oct 15) to SSR Blog

SEPTEMBER

- Invite Symposium speaker for following year’s Annual Meeting (Chair or designee)
- Publication of Hispanic Heritage Month (Sept 15 – Oct 15) at SSR Blog

OCTOBER

- 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
- Write and submit text for Veteran’s Day (November 11) to SSR blog
- Write and submit text for Native American Heritage Month (November)

NOVEBMER

- 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
- Publication of Veteran’s Day (November 11) and native American heritage month (November) at SSR blog

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

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)
- Write and Submit text for Black history Month (February) to SSR blog

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, committee members to disperse more widely)
- Update SSR Diversity committee website with information about annual meeting and Burroughs Wellcome travel fellowships
- Publication of Black History Month text at SSR Blog

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
- Write and submit text for Asian American and Pacific Islander heritage Month (May) to SSR blog

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 the upcoming SSR Annual Meeting— communicate with SSR Office
- Write and submit text for PRIDE month to SSR blog
- Publication of Asian American and Pacific Islander Heritage Month (May) to SSR blog

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
- Submit Disability pride month text (July) to SSR blog

- Publication of text for PRIDE month at SSR blog

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: updated in September 2023