

SSR Women in Reproductive Sciences (WinRS): Standard Operating Procedures **Updated: 06/12/2024**

SSR Bylaws, Article XI: section 4: A WinRS Committee composed of fifteen members of the Society shall work to promote women in the Society and in the field of Reproductive Sciences. The Chair shall work with the Chairs of the Membership, Program, Nominating, Awards, Education, Diversity and appropriate ad hoc committees, as well as with Society Officers, to promote, support and enhance participation of women in all aspects of the Society.

Responsibilities and Goals

Gender inequalities in academia persist in representation, hiring, earnings, funding, citations, opportunities, and patenting. These hurdles together with subtler instances of internalized sexism have led to the chronological decline in the number of cis and transgender women that enroll, advance, and remain in the sciences. The mission of WinRS is to support the professional development and advancement of **cis and transgender women** trainee, and regular members within the Society.

The key duties of WinRS are to:

1. Encourage and support nominations of cis and transgender women for SSR Board and Executive roles
2. Encourage and support nominations of cis and transgender women for Major SSR awards
3. Promote networking between and on behalf of SSR cis and transgender women
4. Highlight the achievements and careers of cis and transgender women to the Society
5. Organize an event at the annual SSR meeting to raise awareness about the challenges facing cis and transgender women in academia and discuss strategies to overcome barriers and promote gender equity
6. Maintain social media presence (Facebook, Twitter, Instagram) and share **intersectional** ideas and publications related to the unique issues faced by **cis and transgender women** in academic and medical disciplines

Leadership and Liaisons

- Chair (cis or transgender woman Regular member of SSR, selected by the SSR President Elect)
- Co-Chair (cis or transgender woman Trainee member of SSR, selected by the SSR President Elect)
- Trainee co-chair (cis or transgender woman Trainee member of SSR, selected by the SSR Trainee committee chair)
- 12 Committee members (SSR members, with a minimum of 2 Trainee representatives including the trainee co-chair and past chair)

The Leadership follows a 3 year plan starting with 1 year as co-Chair, followed by 1 year as Chair, and concluding as 1 year as Past Chair.

The **Chair** serves in this capacity for one year after which they serve on the committee as past chair for one year; the preceding year they are co-Chair. 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

The **Co-Chair** serves in this capacity for one year. Usually after the year, and with the consent of the incoming SSR President, the Co-Chair will assume the role of Chair the following year. The duties specific to the Co-Chair are as follows:

1. Work in close collaboration with the Chair in navigating administrative responsibilities

2. Proofread documents produced by the Chair and the Steering Committee
3. Act on behalf of the Chair if the Chair is unavailable for a short period e.g. sick leave, maternity leave etc.

The **Past Chair** serves on the Steering Committee for 1 year to facilitate transition.

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

Duties of the committee

1. Events Organization

- Set up a program for the annual WinRS event 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

- 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 regarding awards, publications, and research on social media.

3. Awards and Nominations

- Encourage SSR members to nominate cis or transgender women for Major Awards
- Encourage SSR cis or transgender women 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.
- Help 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 events
- Connect WinRS members at different career stages

Schedule

JULY

- Annual Committee Meeting to plan for upcoming year
- WinRS event at SSR Annual Meeting
- Write a report for Board of Directors – Chair, Co-chair

AUG-SEPT

- Summarize meeting notes from July Committee Meeting, share with committee – Chairs
- Organize committee member volunteers for supporting nominations of cis and transgender women members
- Prepare nominations for Board of Directors
- Prepare nominations for Distinguished Fellows

OCTOBER:

- Write a message for the SSR Newsletter summarizing Annual Meeting Event)-Chairs
- Brainstorm ideas for Annual Meeting Event and identify speaker or facilitator

JANUARY:

- Write a report for the Board of Directors including requests for upcoming annual meeting events; this includes requesting funds for childcare grants and travel, registration and stay for event facilitator – Chairs

MARCH:

- International Women’s Month Highlights with SSR Reflects and Social Media

APRIL-MAY:

- Organize WinRS SSR event