**Expectations of Commissioners**

**Commission Member Scope of Responsibilities**

Enabled by legislation (MA G.L. Chapter 3: Section 66.), the Commission is charged with studying, reviewing and reporting on the status of women in the Commonwealth, collecting and sharing information on issues pertaining to women with governmental and nongovernmental actors, promoting collaboration among women’s commissions and among other women’s organizations, serving as a liaison between government and private interest groups, identifying and recommending qualified women for appointed offices, and advising on the impact of proposed legislation on women.

This work is made possible by the active engagement of the Commission members. As such, each Commissioner is responsible for committing their time and energy to the Commission’s mission to provide a permanent and effective voice for women and girls, drawing on the unique skill set and perspective they bring to the table.

**Expectations for commissioner involvement, time commitment, and terms of service**

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| **Provide governance**  - Set a work plan for each fiscal year to guide the Commission’s goals and commitments  - Elect officers to serve and lead the Commission  - Appoint committees, taskforces, or councils to provide more focused attention to specialized areas of concern  - Enact and amend bylaws and policies to facilitate the effective functioning of the Commission | **Represent the Commission**  - Understand the Commission’s mission and advocate for those issues that advance this mission  - Share the work and impact of the Commission with the community  - Participate in the Speakers Bureau (optional)  - Provide information on the work of the Commission and the resources available to women  -Engage with the community to build strong support and partnerships for the Commission |
| **Support major MCSW events and partnerships**  **-** Unsung Heroine Celebration (all-day event in June)  -Recognize the contributions of incredible women who have made critical differences in their communities  - Advocacy Day (all-day event in May)  -Join other Commissioners and volunteers to advocate for the Commission’s endorsed legislation at the State House  - Four Public Hearings (Evening events in fall, winter, spring)  - Hear from individuals and organizations across the Commonwealth about the issues facing women and girls from different regions and life experiences | **Participate in committee work (at least one)**  **- Program & Planning**  Facilitates outreach efforts and public interaction with constituents; advises the MCSW on key issues affecting the status of women in Massachusetts  Coordinates the MCSW’s signature event honoring women from across the Commonwealth for their unheralded service to their communities  **- Legislative & Public Policy Committee**  Gathers information on issues affecting women and girls, reviews policies, and makes suggestions and advocates for effective solutions  **- Personnel & Budget Committee**  Provides oversight on personnel issues concerning the executive director; assists MCSW treasurer with setting and monitoring the MCSW budget |
| **Meeting attendance**  - Attend the monthly full commission meetings (10 per year, typically held on the fourth Thursday during the months of September - June)  - Attend all-day annual planning session in June  - Stay informed and up to date by reviewing all minutes and reports  - Foster a collaborative environment conducive to effectively carrying out the important work of the Commission | **Terms**  - Terms of service are three years in length or until a successor is appointed  - If predecessor leaves the Commission mid-term, the new appointee will serve only for the remainder of the predecessor’s term |

**Examples of impact**

• Partner with the Treasurer and community colleges to host salary negotiation workshops.

• Drafted legislation to require effective sexual harassment training.

• Broadly advocate for legislation in many areas including campaign funds for childcare; increasing the number of

women on public boards and commissions; Medicaid coverage for doulas; ending child marriage; providing free menstrual products in prisons, homeless shelters and middle schools and high schools.

• Host four public hearings across the state each year that are open to anyone who wishes to testify, where the MCSW

partners with the regional commissions to invite the public, elected officials, and organizations that focus

on issues that affect women to offer remarks.

• Support the network of eleven regional women’s commissions across the state with 103 regional commissioners whom are appointed by the MCSW. Examples of impact in the regions:

* In the last year, the Berkshire county CSW’s programing has focused exclusively on issues of incarcerated women.
* The Hampshire/Franklin CSW compiled a resource guide to collect resources for women and girls in their counties.
* To increase access, the Plymouth County CSW made available childcare and transportation to its public hearing.
* The Eastern Regional CSW hosted a screening of a documentary on gender representation in the media and popular culture, followed by a guided discussion and listening session.
* Hampden County and Worcester County CSWs hosted legislative breakfast to facilitate discourse on community needs and public policy.

• Welcome more than 250 partners and supporters to the State House for an advocacy day to receive information

from the MCSW, the regional commissions, and elected officials and to organize to advocate for priority

legislation.

• With sufficient resources, introduce a public hearing focusing on girls.

***Commissioners participating in ALL of the above meetings, hearings, regional councils and events will find themselves committing at least 150 hours/year and an average of about 10-15 hours/month. Potential commissioners are encouraged to contact a MCSW representative (617-626-6520 or*** [***mcsw@state.ma.us***](mailto:mcsw@state.ma.us)***) for additional information.***