

**FWN Executive Committee
Team Charter 2017-2019
Second Draft**

Team

Co-Chairs

Kari Suva F11 (Maine)
Mariana Stoyancheva F05 (Boston)

Vice Chair

Tori Okner F14 (Bonn)

Treasurer

Yvonne Durbin F15 (Kigali)

Standing Committee Co-Chairs

- Communications: Mollie Pepper F13 (Seattle) and Sarah Clark F12 (LA)
- Local Groups: Corey Barr F10 (Boston) and Tallash Kantai F13 (Nairobi)
- Events: Rebecca Sholes F91 (MA) and Abby Fried F15 (DC)
- Professional Development: Judy Dunbar F04 (Oakland) and F97 Jennifer Haworth McCandless (DC)

A list of EC members with key contact and other info is located on the FWN Google Drive in the EC Folder.

(<https://drive.google.com/drive/folders/1Qlx9uhvOsvVEIWMgERp6RKZwKp0AiyH6?usp=sharing>) It is the responsibility of each member to keep her own information current.

FWN Mission

Fletcher Women's Network unites Fletcher alumnae of all generations and classes to support our professional and personal development and enhance our opportunities to contribute to our local, national and global community. FWN is a volunteer-driven organization governed by an Executive Committee and a Steering Committee of alumnae who represent a variety of graduation years, personal and career paths, and geographies of residence.

FWN Vision

Team Goals - *What are we going to accomplish?*

- With our mission in mind, we agree to develop a strategic plan that includes the annual or biannual plans of the standing committees.

- We agree to coordinate action by and collaboration across the standing committees and assist the committees in fulfilling their charters.
- We agree to lead with accountability and commitment to action and results.
- We agree to develop relationships with one another that enrich us personally and professionally.

Team Values - How are we going to do our work?

We agree to uphold the following values in our work and relationships with one another:

- Reliability including response/follow-up in a timely fashion to minimize the effort needed to track down/follow-up with individuals
- Inclusivity
- Confidentiality including Chatham House Rule (<https://www.chathamhouse.org/about/chatham-house-rule>)
- Direct, respectful communication
- Honesty/candor including when it comes to one's ability to pitch in at a given time
- Trust in each other and the team
- Vision grounded in the reality of what is practical to accomplish

Decision-making - What is our decision-making process?

- Consensus whenever possible; majority when no consensus
- Decisions made during meetings will be noted in the minutes
- If a decision is necessary via e-mail, a deadline for response will be given, and vote tallied at that time.

Communication

Co-Chair Model:

We believe the establishment of co-chairs is critical to our performance as an effective volunteer team given we all live busy personal and professional lives. The co-chair model gives co-chair partners an ability to divide up the work as well as shift work when one partner is sidelined from FWN business by other obligations. This model is dependent on frequent communication between the partners, particularly when one partner will be unavailable for a period of time.

To support the standing committee co-chairs, EC co-chairs have divided their responsibilities as follows:

- Mariana will support the Professional Development and Events Committees.
- Kari will support the Communications and Local Groups Committees.

Standing committee co-chairs shall keep their respective EC co-chair in the loop by copying them on relevant emails, periodically inviting them to their committee meetings, sharing committee notes, etc. EC co-chairs will make themselves available to meet with committee co-chairs at their request.

Email:

- Members will respond to inquiries/calls to action within several days with at least an acknowledgement of receipt and estimation of timing on follow-through.
- Inquiries/calls to action to committees will generally be directed to or copied to both co-chairs unless otherwise specified. It is up to co-chairs to decide who deals with what.

Doodle Polls:

- Members should respond to doodle polls as soon as possible within the time set for the poll to ensure that everyone is able to manage their schedules accordingly.
- Every doodle poll will have a response deadline with the expectation that members will respond by that date.

Google Drive:

A key part of managing the activities of FWN as well as creating a history and archive that can benefit future leadership is building and maintaining current information, plans, correspondence, minutes, etc., on file and accessible to our leadership. Use of Google Drive is intended to meet that need and it is important that all EC members be familiar with and utilize it.

- All members of the EC shall have access to view and edit material on the FWN Google Drive.
(https://drive.google.com/drive/folders/1Nw60wehH22Lep_7FXkq2sWeLc5h6eDFO?usp=sharing) The master list of EC members and key info is located in the EC Folder as are the bios/info sheet on each individual. It is the responsibility of each member to keep her own information current, both on the master list and her individual sheet.
- It is the responsibility of Committee Co-Chairs to manage the material in their individual committee folders, including maintaining a current list of committee members with their key info. Co-Chairs may want to grant access to their committee file to all members of their committee.

Monthly Conference Calls

Objective:

Formulate overall FWN strategy including approval of each annual committee plan, share updates on committees' activities and plans, provide feedback to committee co-chairs, and build team camaraderie and coherence.

Attendance:

It is expected that members will make every effort to attend the monthly meeting, as this will be the primary means of keeping everyone informed with the various activities of the FWN.

- In the case of committee co-chairs, only one from each committee need attend, although both are welcome.
- Any member who said she would attend, but cannot attend at the last minute shall notify the co-chairs immediately so the meeting is not delayed waiting for that member.

Meeting Scheduling and RSVP:

- Monthly meetings will generally be held on the fourth Sunday of the month at 11 am EST/EDT. The EC co-chairs shall send out a calendar invite with an embedded zoom link for each meeting. Members are responsible for responding to meeting invitations at least two weeks prior to each meeting.
- Meeting length may vary from 60 to 90 minutes in length, depending on need.
- The date and time may be changed from time to time, or meetings added, to address particular issues or accommodate schedules. The EC co-chairs using Doodle will schedule such meetings with a response date deadline. Members are responsible for an RSVP to each meeting notice in a timely fashion.

Agenda:

- The EC Co-Chairs shall be responsible for preparing an agenda and circulating it several days before each meeting.
- Any member who wishes to add an item to the agenda should notify the two co-chairs a week before the meeting.
- An update on each committee will always be part of each agenda, as most of the work of FWN will occur at the committee level.

Conference Platform:

The EC Co-Chairs will initiate the meetings. The current plan is to use Zoom, although Skype is another option. There is a short Zoom tutorial on “joining a meeting,” at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>.

Minutes:

- The role of Secretary shall be rotated as indicated below. The agenda will indicate who is assigned to do the minutes that month.
- Minutes shall record attendance, key points and decisions made from each call.
- To the extent possible, the Secretary of the Month shall circulate the minutes within one week from the meeting and upload a copy to the EC Minutes Folder on the FWN Google Drive.
- **Rotation Order:**
Kari/Mariana

Tori
Yvonne
Mollie/Sarah
Corey/Tallash
Rebecca/Abby
Judy/Jennifer