

SSR Minority Affairs Committee: Standard Operating Procedures

Bylaws Article XI, Section 4 (h): A Minority Affairs 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 of the Society. 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.

The purpose of the Minority Affairs Committee is to provide a mechanism for communication between members of the Minority Affairs Committee (MAC) and the 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.

Responsibilities/Goals of Minority Affairs Committee:

1. Increase minority membership to SSR
2. Increase participation of minority members in SSR activities
3. Provide access to professional mentoring of minority members

Schedule of Activities:

July- Committee meeting at SSR Annual Meeting (Chair, MAC Committee Members)

August - Summarize Discussions of previous month's Committee meeting, send report to MAC Committee members, get additional feed-back, and finalize plans for coming year (Chair)

September - Deadline for October SSR Newsletter (Chair)

October/December - Coordinate the planning of activities with MAC Committee members and other SSR Committees (if part of the planned activities) (Chair)

Obtain information from FASEB regarding their MARC Travel Awards Program; provide updated information to SSR members in a mass e-mail through SSR Business office (Chair)

Submit proposal to Burroughs Wellcome Fund for grant to support career development activities for under-represented minorities at the annual meeting (Chair, with assistance from the SSR Business Office)

Continue to update SSR members of other mentoring opportunities available through web-sites (MAC Committee Members through Chair)

January - Deadline for February Newsletter

Summarize MAC Committee Report for SSR Board Mid-Winter Meeting (submitted to Board Liaison and SSR Executive Director) (Chair)

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)

March/April - Put plans into action; communicate to SSR Business Office (Chair)

Inquire from MAC Committee members of plans for attendance in SSR Summer Meeting (Chair)

June - Finalize plans for SSR Meeting (Chair)

Set-up meeting date with Committee members (Chair)

July - Present Committee Report (Summary of activities and suggestions for next year's activities) to SSR Board (either in person or through Committee Liaison) (Chair)

Modifications to this SOP require Board approval before they are applicable.

SSR: 5/22/2007

FINAL: 11/10/08