

SOLANO COMMISSION FOR WOMEN AND GIRLS - JOB DESCRIPTION

MISSION

The mission of the Solano Commission for Women and girls is to improve the economic status, health and social welfare, and overall quality of life for women and girls in Solano County.

PURPOSE

The purpose of the Commission is to provide community education and advisement to the Solano County Board of Supervisors and other entities in the county on issues relating to the changing social and economic conditions of women and girls. The Commission will increase awareness of women's issues, celebrate the achievements of local deserving women, champion opportunities for women and girls and recommend legislative solutions at the city, county, state and federal levels.

PLAN OF WORK

- Create a one-year Plan of Work
- First order of business - Develop and implement a plan for the creation of a Report on the Status of Women and Girls in Solano County. Due Date: Fall, 2019.
- Review, encourage, support "Friends of the Commission" funding plan (a separate non-profit)

PROGRAMS/ACTIVITIES/OUTREACH

(NOTE: these are ideas for programs, as brainstormed by the Commission formation committee – activities may occur over many years, depending on the Commission's Plan of Work)

- Create Reports: Status of Women and Girls in Solano County, Family Violence, Report, collect and analyze data of women and children in poverty, Gender Analysis of Boards and Commissions
- Develop a social media platform (Twitter, Instagram) and website
- Host events to support the empowerment of women and girls: Conduct a Women's Clothing Drive, Raise awareness on Human Trafficking and prevention, Women's Political Leadership Development
- Advocate for gender responsive programming options at a Women's Correctional Center
- Legislative Advocacy
- Hold a Women's Hall of Fame or Women Making History celebration or Women's Art Exhibit (March) or create a permanent Women's Hall of Fame Exhibit
- *Develop a Women in Leadership Program* (a series of panel and roundtable discussions presented by the Solano Commission for Women and Girls aimed at supporting gender equality and opportunities for women in the workplace to raise awareness and empower women or "Expanding Women Entrepreneurs" program

MEETINGS

The first meeting of the appointed Commissioners will be held September 19, 2018, 6:00 pm at the Board of Supervisors in Fairfield (room TBD). The formation committee will attend to review documents, provide background and answer questions. Members of the Commission Formation Committee will attend to present items of interest to the official Commission. New Commission members will:

- Elect officers, form committees and sub-committee
- Set meeting dates, time and location (may be monthly during first year)
- Approve By-Laws (formation committee has developed suggested By-Laws)

RENUMERATION - Commissioners do not receive a stipend but serve as a volunteer on the Commission.

TERM OF OFFICE - Each commission member shall serve for three years. The terms shall be staggered.

FUNDING – A separate, non-profit "Friends of the Solano Commission for Women and Girls" is being formed for fundraising purposes. Solano County provides 15 hours a month of staffing to the Commission.

BROWN ACT - Commissioners are required to participate in a Brown Act training (open meetings). Training will be provided by Solano County.