## Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MISSION</strong></td>
<td>4</td>
</tr>
<tr>
<td>The Mission of the KU Women in Medicine &amp; Science</td>
<td>4</td>
</tr>
<tr>
<td><strong>LEADERSHIP &amp; ANNUAL TRANSITION</strong></td>
<td>5</td>
</tr>
<tr>
<td>Career Success Stories</td>
<td>6</td>
</tr>
<tr>
<td><strong>WIMS STRATEGIC PLAN</strong></td>
<td>7</td>
</tr>
<tr>
<td>WHO</td>
<td>7</td>
</tr>
<tr>
<td><strong>WHAT</strong></td>
<td>7</td>
</tr>
<tr>
<td>Organization</td>
<td>7</td>
</tr>
<tr>
<td>Tax Status</td>
<td>7</td>
</tr>
<tr>
<td>Biennial Conference and Retreat</td>
<td>7</td>
</tr>
<tr>
<td>Annual Reports</td>
<td>8</td>
</tr>
<tr>
<td><strong>WHERE &amp; WHEN</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>WHY</strong></td>
<td>8</td>
</tr>
<tr>
<td>By-Laws</td>
<td>8</td>
</tr>
<tr>
<td>Mission</td>
<td>8</td>
</tr>
<tr>
<td>The 5-Year Vision</td>
<td>9</td>
</tr>
<tr>
<td><strong>WIMS LEADERSHIP TEAM</strong></td>
<td>10</td>
</tr>
<tr>
<td>Organizational Infrastructure</td>
<td>10</td>
</tr>
<tr>
<td>Term &amp; Commitment</td>
<td>10</td>
</tr>
<tr>
<td>Faculty Positions of Leadership</td>
<td>11</td>
</tr>
<tr>
<td>Elected Officers</td>
<td>11</td>
</tr>
<tr>
<td>Appointed Committee Chairs</td>
<td>11</td>
</tr>
<tr>
<td>Elected Representative Positions</td>
<td>12</td>
</tr>
<tr>
<td>Joy McCann Professor for Women in Medicine and Science</td>
<td>12</td>
</tr>
<tr>
<td><strong>Non-Faculty Positions</strong></td>
<td>12</td>
</tr>
<tr>
<td>Volunteer Trainee Representative Positions</td>
<td>12</td>
</tr>
<tr>
<td>Ex officio Voting Positions</td>
<td>13</td>
</tr>
<tr>
<td>Volunteer Staff Administrative Team</td>
<td>13</td>
</tr>
<tr>
<td><strong>Primary COMMITTEES</strong></td>
<td>14</td>
</tr>
<tr>
<td>Program Committees</td>
<td>14</td>
</tr>
<tr>
<td>Mission</td>
<td>14</td>
</tr>
<tr>
<td>Goals</td>
<td>14</td>
</tr>
<tr>
<td>Co-Chairs &amp; Committee Membership</td>
<td>14</td>
</tr>
<tr>
<td><strong>A - Monthly Series Program Committee</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>B – Annual or Major Program Committee</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>C – Silent Auction Drive and Conference Sponsorship Drive</strong></td>
<td>16</td>
</tr>
<tr>
<td>Recognition Committee</td>
<td>16</td>
</tr>
<tr>
<td>Mission</td>
<td>16</td>
</tr>
<tr>
<td>Goals</td>
<td>16</td>
</tr>
<tr>
<td>Co-Chairs &amp; Committee Membership</td>
<td>16</td>
</tr>
<tr>
<td>Activities</td>
<td>16</td>
</tr>
<tr>
<td>Mentoring Committee</td>
<td>17</td>
</tr>
<tr>
<td>Mission</td>
<td>17</td>
</tr>
<tr>
<td>Goals</td>
<td>17</td>
</tr>
<tr>
<td>A – WIMS Delegates Sub-Committee</td>
<td>17</td>
</tr>
</tbody>
</table>
Diversity Committee

Mission

Short-term Goals

Long-term Goals

Responsibilities of ALL Officers and Committee Chairs

JOB DESCRIPTIONS – Elected Officers

President-Elect

President

Immediate Past-President

Secretary-Elect

Secretary

Elected Representatives

Joy McCann Professor

WEBPAGE: http://www.kumc.edu/wims/joy-mccann-professorship.html

JOB DESCRIPTIONS – Appointed Chairs

Monthly Program Chair

Major Programs Chair(s)

Silent Auction Donation Drive Chair

Mentoring Committee Chair(s)

Recognition Committee Chair(s)
MISSION

The KU Women in Medicine and Science (WIMS) program was organized within the School of Medicine in 1999 to provide all women with the tools and the opportunity to succeed in academic medicine.

The Mission of the KU Women in Medicine & Science:

1. to be proactive and constructive in establishing and advancing the careers of women in medicine and science;
2. to educate women on relevant KU Policies and Procedures for career development and advancement;
3. to enhance and foster the professional development of all women faculty in the KU School of Medicine through encouragement and mentoring, and to encourage growth, networking and quality within our KUMC community (local and national);
4. to promote the process of developing long-term, mutually beneficial relationships and cultivating new opportunities for collaboration through a supportive exchange of ideas and resources.

In keeping with two of our missions, the organization has established an annual transition training program for the Leadership Team. The intent of this program is to ensure our Leadership Team succeeds, and thus our organization succeeds with an invisible transition from year to year. By training and providing our leaders with successful skills and tools such as job descriptions and an organizational leadership manual, as well as experienced mentors from the position they are about to serve, we know through experience how careers can advance quickly following during or following their term on the WIMS Leadership Team. Leaders transition in August at the Annual Awards and Recognition Dinner each year.
LEADERSHIP & ANNUAL TRANSITION

WIMS is dedicated to the success of our officers and committee chairs. In 2012-13, the organization established the annual transition program for training the Leadership Team. This plan supports two of our missions: 1) to be proactive and constructive in establishing and advancing the careers of women in medicine and science; and 2) to educate women on relevant KU Policies and Procedures for career development and advancement. During training, we provide an opportunity for them to grow as a strong team, review their respective job descriptions or expectations of their roles, and through our Leadership Transition Meetings along with this manual, we provide the information and tools to ensure their success. Regardless of the career experience our new leaders bring to their WIMS roles, it is their responsibility to attend training, learn and utilize the tools and information provided to achieve success.

Training is facilitated by the outgoing officers and chairs along with the Executive Director in the Office of Academic Affairs and Graduate Studies (the OAA Executive Director’s role for WIMS is that of a Chief Operations Officer (COO) for WIMS.) The first step in the transition process is to provide job descriptions during the election process for our candidates, followed by post-election Leadership Training, in July or August, prior to taking office.

Officers, committee chairs and committee members, along with our volunteer support staff each serve crucial roles; all equal in importance but very different in their responsibilities. By training the new leadership team on what is expected of them and on leadership skills to handle their duties, as well as process and protocol related to their respective position with WIMS, we hope to ensure their success as a WIMS leader, the success of the organization and thus, achieve our goal to be proactive and constructive in establishing and advancing the careers of women in medicine and science.

It is our hope that this process will:

• ensure our leadership and volunteer team transition from year to year will evolve smoothly, transparently, and with the least amount of frustration for all parties,
• establish a strong and successful organization from year to year.

Summer Training Schedule

The Annual Leadership Transition consists of one meeting per group, 2 - 3 hours long, and is facilitated by the President, President-Elect and OAA Executive Director. Meetings are scheduled by groups, into training sessions enabling focus to be on responsibilities unique to their job.

Newly appointed and current Co-Chairs (new or returning) per each committee are divided into 4 different meetings - programs, mentoring, diversity and recognition - and will participate in the training with the current President-elect, President, any Past Presidents and the COO. Groups include:

• Newly elected President-elect, the current President-elect, President, and any Past Presidents, COO
• Newly elected Secretary-elect, the current Secretary-elect, Secretary, COO
• Newly appointed representatives, the current President-elect, President, and any Past Presidents
• Volunteers, new or returning and the COO
Career Success Stories

Amy O’Brien-Ladner, MD founder or our organization, Professor and Division Director for Pulmonary and Critical Care, Department of Internal Medicine is an inspiration. Amy served during 2012-13 and again in FY14 as the Interim Co-Chair for Internal Medicine. She was the 2011 recipient of the most prestigious faculty award presented by the School of Medicine, the Ruth Bohan Teaching Professorship. In 2012 she was honored by an award created in her name: The Amy O’Brien-Ladner, MD Innovation Award, sponsored by the University of Kansas Joy McCann Professorship for Women in Medicine and Science.

Julie Wei, MD, past president 2010-12, was promoted to Associate Professor while in office and now serves as the Division Chief, Division of Otolaryngology, Department of Surgery at the University of Central Florida College of Medicine in Orlando. Prior to leaving KU, she was appointed as the Mentoring Committee Chair in her department, and did we mention she wrote a book during all of this: A Healthier Wei.

Brenda Rongish, PhD, served as the Interim Vice-President of WIMS from 2010-11 and during her term was promoted to Program Associate Director for the MD-PhD Physician Scientist Program in the School of Medicine.

Paige Geiger, PhD, served as the WIMS Interim Secretary from 2010-12 and the WIMS 2012-13 President. During her term as President she was concerned with the progress of each committee’s activities and pursued solutions which led to the WIMS Spring Leadership Training. In addition, in the fall of F14, Paige was honored as one of University of Kansas Emily Taylor Center’s Women of Distinction, http://emilytaylorcenter.ku.edu/women-distinction-calendar
WIMS STRATEGIC PLAN

WHO

Women in Medicine and Science (WIMS) is an organization of professional women faculty members and others, including many men, who are committed to serve all faculty and trainees from the School of Medicine, School of Nursing, and the School of Health Professions on the University of Kansas Medical Center campus. All are welcome who support the WIMS mission.

Since 1999 we have undergone a tremendous amount of growth which has been recorded for the sake of history. As a WIMS leader you are expected to understand its value as a tool to help you make decisions. Know the facts behind how we began, from where our resources come and how they are to be used, the projects or ideas we have explored but were unable to implement and why we have expanded to who we are today. Understanding the history, you will help us not repeat mistakes or spend time on projects which we have learned are not possible due to the legal, financial or policy and procedure limits imposed by our institution.

As an organization which operates within the University of Kansas Medical Center, we are committed towards attracting, developing, motivating and retaining a diverse membership in a highly-productive yet supportive environment. Our goal is to provide expertise in maximizing the potential in those in which we serve. As with our employer, we are an Equal Opportunity Organization. Although our primary purpose is to serve the women faculty members, we welcome members without regard to race, color, citizenship status, religion, creed, gender, sexual orientation, national origin, ancestry, age, physical or mental disability, marital status, veteran status, political affiliations, or any other characteristic protected by law.

WHAT

Organization

WIMS is a professional development organization designed for women, along with our male colleagues, in academic medical science, both the clinical and basic sciences, nursing and the health professions. We provide a structure that sponsors programs and services for professional career development, educational seminars, presentations on physical and mental health-related topics, and social events. In addition, we sponsor awards and scholarships for our women faculty members.

Tax Status

The WIMS is not incorporated, and therefore is tax exempt under the university 501C not-for-profit structure. Our organization’s home is in the KUMC Office of Academic Affairs and Graduate Studies (OAA) and thus all finances are managed out of that office as well.

Biennial Conference and Retreat

The WIMS Annual Awards Dinner and Biennial Conference which alternates with the WIMS Leadership Retreat occur the third week of August and serve very different and very important purposes.

The Annual Awards DINNER
- website @ http://www.kumc.edu/wims/annual-events/awards-dinner.html
- LENGTH: 5:30 Reception opens (program is on the
- LOCATION: Anywhere affordable
• AUDIENCE: anyone... KUMC and Wichita faculty, trainees (residents, post-docs, graduate students but not medical or nursing students), and local or regional medical, nursing, health professionals or researchers along with other professional women such as lawyers, or professors from Lawrence, or private medical research professionals and any outside guest interested in the organization.
• THEME: Guest speaker for 15-20 minutes. Past themes have included humor in medicine, history of 1st KC area woman doctor; inspirational
• FEES: normally cover dinner & the open bar during reception, cash bar during dinner.

The Biennial RETREAT
• http://www.kumc.edu/wims/annual-events/leadership-retreat.html
• LENGTH: half day (8-2:30ish)
• LOCATION: KUMC Campus
• AUDIENCE: WIMS officers, chairs & committee members ONLY
• THEME: around what they need to learn to operate WIMS better, so those skills will also carry over to their professional career in leadership roles
• FEES: none... unless CE is provided

The Biennial Professional Development CONFERENCE
• LENGTH: all day (7:30 or 8 – 5pm happy hour)
• LOCATION: Anywhere affordable
• AUDIENCE: anyone... same as the dinner
• THEME: professional development topics aimed at building successful careers or leaders
• FEES: cover CE when provided, meals and as much as possible on a sliding scale

Annual Reports
The first Annual Report for the organization was published for the academic or FY11 year under Dr. Julie Wei. Reports are a form of Leadership Transition and are the responsibility of the seated president. Reports follow the basic format for our KUMC schools and departments. It is expected that the annual report is published three to four months following the end of their term, preferably no later than October. Links for reports are provided on the WIMS website.

WHERE & WHEN
All activities of the organization occur on The University of Kansas Medical Center campus with the exception of the biennial alternating conference or retreat and annual dinner. On occasion, social events are scheduled off campus.

WHY

By-Laws
The WIMS By-Laws (Appendix 1b) were originally created by our founder, Amy O’Brien-Ladner, MD, in 1999. The By-Laws have revised to accommodate the growth and mission of the organization. WIMS By-Laws are the driving force behind our decisions, plans, actions and future.

Mission
Our mission is focused on advancing the careers of women in the fields of medicine, science, nursing, and health professions through professional development, mentoring, networking, and faculty retention.
The Mission of the KU Women in Medicine & Science:

1. to be proactive and constructive in establishing and advancing the careers of women in medicine and science, nursing and health professions;
2. to educate women on relevant KU Policies and Procedures for career development and advancement;
3. to enhance and foster the professional development of all women faculty in the University of Kansas Medical Center through encouragement and mentoring, and to encourage growth, networking and quality within our KUMC community (local and national);
4. to promote the process of developing long-term, mutually beneficial relationships and cultivating new opportunities for collaboration through a supportive exchange of ideas and resources.

There are opportunities for research collaborations between the basic scientists and the clinical faculty that are often sparked by participation in shared programs. Program content is intentionally flexible, geared to meet the changing needs of women in medicine and science, and includes information on women's health issues as well as career or life management and leadership issues.

The Women in Medicine and Science organization maintains an affiliation with the American Association of Medical College's (AAMC) GWIMS and the Society for Executive Leadership in Academic Medicine (ELAM).

The 5-Year Vision

WIMS will be a thought leader on campus with an established reputation for inclusion, diversity and promoting career advancement for women faculty. WIMS will be the go-to source for leadership opportunities with a model system in place to train our officers and committee chairs. The greater KUMC community and Senior Leadership will look to WIMS as a source of talent, leadership, and ideas. The KUMC WIMS program will maintain a national presence and be actively engaged with our community through Board membership on the University of Kansas Emily Taylor Center, membership in the Central Exchange, with the AAMC by promoting our scholarship and program achievements. WIMS will have a voice in institutional policy decisions and a presence on key faculty search committees. WIMS will strive to increase work-life balance for KUMC faculty by implementing flexible work policies, supporting faculty with young children (Moms in Medicine and Science) and creating a family-friendly work environment. WIMS will serve as both mentor and partner to campus student groups and be recognized as an organization that accomplishes projects, both short and long-term.

**Bold Vision statements provided by the FY13 Executive Council members**

*Compiled and edited by Paige Geiger, PhD, President*
WIMS LEADERSHIP TEAM

Organizational Infrastructure

Women in Medicine and Science (WIMS) infrastructure consist of 4 main committees who are led by a Leadership Team and Executive Council, along with a team of volunteer KUMC staff members who support the committees by offering administrative skills. Each elected, appointed and volunteer member serve as the face of WIMS and is expected to help foster WIMS relationships and collaboration with professionals, trainees and organizations or departments across campus and in the community.

The Leadership Team meets the fourth Wednesday of the month at noon, or as needed and is chaired by the president and populated with elected officers, appointed committee chairs, the Joy McCann Professor and the WIMS Chief Operating Officer. The primary responsibility of the team is to set priorities and goals, make strategic decisions and set the tone for the direction of all activities for the KUMC WIMS Organization during the year. Growth as a strong team begins with the bond created during Leadership Transition Meetings each spring and continues through the year during their monthly meetings.

Objectives of the Leadership Team meetings include:

- Serving as advisory board to the president
- Discussing new ideas, projects, or programs prior to presentation to the EC
- Making critical decisions relative to the activity and direction for the year
- Acting as co-council and peer-support in the leadership team positions
- Establishing strong communication between the WIMS leaders
- Discussing current WIMS issues or problems faced by any member of the leadership team
- Setting the stage for, but not repeating the same agenda content for the quarterly EC meetings.

The Executive Council (EC), also chaired by the President, is populated by all members of the Leadership Team plus elected faculty representatives, trainees and ex officio voting members. Their primary responsibility is to meet on a quarterly basis to bring from their respective areas, departments or specialties, all concerns, activities and ideas from which will assist the Leadership Team in their tasks to prioritize goals, establish plans and direct activities for the KUMC WIMS Organization. The goal is to prevent duplication of effort and to keep communication flowing between campus and the Leadership Team.

HISTORY NOTE: The 1999 By-Laws established the original EC with 11 School of Medicine seats: president, vice president, treasurer, secretary, 2 medical student representatives selected by the local AMWA chapter, 2 resident representatives, dean’s office liaison, graduate school liaison, and representatives of KU-SOM but until 2010 were not officially filled. Since then and due to a strong desire to expand the organization beyond the original focus aimed only at the School of Medicine women faculty members, the EC has expanded to a total of 29 positions represented by all schools, various departments or campus programs including faculty members, all trainee levels and administrative support staff. The 29 positions include: 13 leadership or officer positions including the Joy McCann professor; 4 volunteer trainee seats; 5 chair or co-chair positions, and 7 ex officio voting members. [http://www.kumc.edu/wims/leadership/executive-council.html](http://www.kumc.edu/wims/leadership/executive-council.html).

Term & Commitment

Each elected position on the Leadership Team or Executive Council must commit to a term and time commitment, between 1 to 3 years, as described in their job description and listed in the next section. All appointed committee chairs
are expected to serve a minimum of one year, with the approval of the incoming president each year to serve more than one. The Leadership Team meetings are on a monthly basis and the Executive Council meets on a quarterly basis.

**Faculty Positions of Leadership**

**Elected Officers**

Two (2) officers and seven (7) executive council faculty representatives are elected annually for a one-year term; however the commitment of time involves two to three years depending on the office, or a one year commitment for each faculty representative. The Executive Director in the Office of Academic Affairs and Graduate Studies (OAA) serves the organization as chief operating officer (COO) and manages the state and endowment accounts for WIMS. Joy McCann Professorship is a School of Medicine position and is supported by the office overseen by Dianne Durham, PhD, the Associate Dean for the Office of Faculty Affairs and Development.

The purposes of the elect-, seated and immediate-past positions is to: a) help maintain continuity from year to year, b) create a smoother leadership transition and C) help distribute the duties allowing sufficient time for each person to fulfill the duties of their respective rolls. This will be explained further under each officer and executive council position description in this manual. Elected officers and seats include:

- **President** (three year commitment)
  - President Elect
  - Seated President
  - Immediate Past President
- **Secretary** (two year commitment)
  - Secretary Elect
  - Seated Secretary
- Chief Operating Officer & Treasurer (not an elected position)
- **Executive Council faculty representatives** (one year commitment):
  - SOM basic science representatives (2)
  - SOM clinical science representatives (2)
  - SON representative (2)
  - SHP representative (1)

Each elected officer and representative has specific responsibilities, explained in their job descriptions, relative to planning and carrying out the duties of their position and the mission of the organization.

**Appointed Committee Chairs**

As stated in the By-Laws, each committee chair (or set of co-chairs) has a seat on the Executive Council, is appointed by the president, is asked to serve for a minimum of one year and is expected to fulfill specific responsibilities explained in their job descriptions and during their Leadership Transition relative to planning and carrying out the duties of their position and the mission of the organization. Should any chair wish to remain in office beyond one year they must have the approval and support of the incoming president to do so. Committee members are selected and asked to serve (or continue to serve) by the appointed chair and represent each of the three schools on campus. Appointed Committee Chairs (or Co-Chairs) include:

- Program Committees
  - Annual Events Committee (1 or 2 chairs)
    1. Biennial Conference or Retreat and the Annual Awards Dinner
2. Donation and sponsorship Drives are managed by the COO
3. Silent Auction is managed by volunteer staff
   o Monthly Events and Programs (1 or 2 chairs)
   • Diversity Committee (1)
   • Mentoring Committee Co-Chairs (2)
     o On-boarding new faculty members through their first year on campus
     NOTE: WIMS Elected Representatives is a sub group of this committee
     o Mentoring relationships
   • Recognition Committee Co-Chairs (2)

**Elected Representative Positions**

Eight (8) representatives serve in elected positions on the Executive Counsel. The creation and objective behind the elected faculty representatives, by school, was to establish a process of creating connections on campus with “sub groups” or specialties so their focus could help meet the needs of their related areas and have representation on the EC. Departments which are not represented by one of the eight will be distributed between the elected faculty representatives or assigned to other members of the EC. Elected faculty member representatives include:

- SOM basic science representatives (2)
- SOM clinical science representatives (2)
- SON representatives (2)
- SHP representative (2)

**Joy McCann Professor for Women in Medicine and Science**

In 2002 a "gift" was made to the Kansas University Endowment Association (KUEA) by Joy McCann Culverhouse and Robert Daugherty, MD, through the Joy McCann Foundation on behalf of the University of Kansas School of Medicine Women in Medicine and Science (WIMS) Program. The gift, administered through the Joy McCann Foundation funds, and managed by the Office of Faculty Affairs and Development, SOM, is a professorship for women in medicine and science, not including nursing or health professions by the terms of the donor’s gift. There are only four like it in the United States.

Named as a **Program Consultant** for the KUMC Women in Medicine and Science (WIMS) Organization, the recipient, in support of her vision presented during the interview process, is to: a) provide an action plan to the WIMS Executive Committee by August 1st each year for their projects or programs that will be carried out by the WIMS organization during the three-year Professorship term, b) serve as a member of the WIMS Leadership Team, with a seat on the Executive Council, and c) provide a yearly progress report to the WIMS President in the fall for inclusion in the WIMS Annual Report. Money for activities recommended by the professor will be paid out of the Joy McCann Professorship discretionary funds. Programs for women and the annual report support the wishes stated in the donor’s gift.

**Non-Faculty Positions**

**Volunteer Trainee Representative Positions**

Trainees are invited to serve on the EC but are on a voluntary basis. One representative may serve from each of the following trainee areas include: a resident or medical fellow, a postdoctoral trainee, a graduate student, an MD/PhD trainee, and one medical student. As long as the volunteer trainee is able, willing and productive, maintains the support
of the WIMS president, they may serve on the EC for as long as they wish. The primary responsibilities of the trainee representatives are to:

a) function as the liaison (communication link) between WIMS and their trainee colleagues on the KUMC campus,
b) keep the EC abreast of all concerns or activities which may be of interest to WIMS, or with which WIMS may wish to collaborate with their respective trainee group, and
c) be the face of a WIMS leader, whenever possible, at any trainee or student activity on campus.

The secondary hope is to become the next generation of our junior faculty women members and future faculty leaders of WIMS.

**Ex officio Voting Positions**

The ex officio voting members of the EC serve as the official connection and support, to and from the institution, and without which the organization would be unable to operate. Offices represented include:

- **KUMC Administration**
  - The Vice Chancellor for Office of Academic Affairs and Graduate Studies is accountable for the WIMS and budget.
  - The Executive Director for Office of Academic Affairs and Graduate Studies is responsible for managing the WIMS expenditure approvals and annual budgets, along with providing operational guidance for the WIMS organization.

- **Office of Postdoctoral Affairs Staff Representative**
  - Serves as a liaison (communication link) between WIMS and the activities of both graduate students and postdoctoral trainees on the KUMC campus for the purpose of collaboration and preventing duplication of effort and funds on events.

- **Graduate Medical Education (GME) Staff Representative**
  - This position represents the residents and fellows issues and concerns and serves as a communication link regarding official GME activities on campus.

- **Office of Student Engagement Staff Representative**
  - Serves as a liaison (communication link) between WIMS and the activities and/or of medical students in the School of Medicine.

- **University of Kansas Medical Center Endowment Association (KUEA) Liaison**
  - This position is a KUEA employee assigned as our WIMS liaison and is responsible for soliciting large donations (over $5,000) for WIMS. Attendance at Leadership Team and EC meetings is to ensure communication lines remain open between KUEA, the WIMS committees and our sponsorship drive chair regarding what is happening in the way of major fundraising for WIMS.

**Volunteer Staff Administrative Team**

The team of WIMS volunteer administrative staff provides the organization with the ability to function, handling many responsibilities behind the scenes that our faculty officers and leaders simply do not have the time to do. Our team of volunteers serves our mission on a volunteer basis but with the support of their KUMC supervisor, over and above their normal employment responsibilities. Without this dedicated team our organization would be unable to operate since there are no funds available to supply this amount of FTE administrative help. Each volunteer is assigned to a committee or project, based upon their interests, and is asked to work closely with the committee chair or co-chair in any agreed upon capacity between them. Committees and leaders who do not have a volunteer will be responsible for their own tasks necessary to carry out their projects.
Primary COMMITTEES

Program Committees
WEBSITE: http://www.kumc.edu/wims/get-involved---committees/program-committees.html

Mission
In support of the four WIMS mission statements, the purpose of this committee is to plan all WIMS events and some of the programs recommended and sponsored by the Joy McCann Professor. “Events” include professional development programs, noon-time presentations, and receptions, networking/mentoring or social gatherings and of course, the Annual Awards Dinner and the Biennial WIMS Professional Development Conference or Leadership Retreat.

Goals
The goal is to offer no less than one program per month during the academic or fiscal year between August and late May or early June, including the Annual Awards Dinner. Depending on resources, it is also the goal to offer on alternating years, a Professional Development Conference and a Retreat for the Leadership Team and all committee members.

Co-Chairs & Committee Membership
The WIMS Program Committee is the largest committee with the most time intense set of responsibilities and thus is divided into two sub-committees whose co-chairs are annually appointed by the president: one oversees the monthly series of events and the other oversees the annual dinner and biennial conference or retreat. Due to the amount of time and energy it takes to plan and maintain the series of WIMS events, co-chairs have been established to lead different aspects of planning events. Co-chairs are each provided with a volunteer staff member to assist with the logistical responsibilities for each event. Program committee members may elect to work on all committee activities or they may select to focus only on: a) the monthly series, b) the annual major events (dinner, and conference or retreat).

Subcommittees are populated in late spring/early summer by the co-chairs, to begin serving on the committee following the August annual awards dinner, or to continue serving if already on the committee. At the time the committees are populated, members and co-chairs will determine when and the frequency of meetings. At a minimum, all meetings should be on the calendar of events before the first meeting in August, established for the full year on a routine day and time each month. Meetings should be scheduled by the chair or if a volunteer administrative support person is available, they may schedule them for the chair. Outlook “appointments” sent will include the location. The chair or her volunteer will handle room reservations, sending the Outlook appointments and reminders, and posting all meetings on the WIMS Calendar of Events. Agendas and minutes are the responsibility of the co-chairs with any assistance agreed upon with her volunteer staff.

A - Monthly Series Program Committee
MONTHLY CALENDAR: http://www.kumc.edu/wims/monthly-events-calendar.html

The purpose of this co-committee for programs is to plan all activities throughout the year, not including the Annual Dinner/Conference or the WIMS Leadership Retreat. Each month at least a one activity from each category of events will be scheduled. In July, each committee member should either a) select and assume responsibility for, coordinating all activities for one month during the year, or b) establish and follow as a committee any system they agree upon which divides the responsibilities in a fair way between the members. Deadline for publicizing events, to ensure the maximum attendance possible, is no less than 90 days in advance of daytime events aimed at physicians and other patient care
providers, and no less than 45 days for all other events. Depending on the committee’s annual allowance provided by the WIMS president, some months may offer more than one event.

Categories of Possible Events include, but are not limited to:

- Professional development presentations
  - Leadership or life management skills
  - Career Development
  - WIMS-TRIMS (Translational Research in Medicine & Science)
  - Mentoring
  - Women’s Health Issues
  - MIMS – Moms in Medicine & Science
- Social gatherings
  - Networking events
  - Book Club
- Receptions & Welcome Breakfasts

**B – Annual or Major Program Committee**

WEBSITE: [http://www.kumc.edu/wims/annual-events.html](http://www.kumc.edu/wims/annual-events.html)

The **purpose** of this committee, under the leadership of the Major Program Committee Co-Chair, is to **plan the annual August events for WIMS: the annual dinner, the biennial conference or the biennial officer and committee member retreat**. This committee oversees three major events. Planning requires a time commitment of a minimum of 2 years spanning to cover the duties related to “next year’s biennial conference or retreat.” All members are welcome to serve more than one term but maintaining co-chairs, acting similar to chair-elect, helps with a transparent transition. **NOTE:** faculty committee member “effort” is to primarily be the “content & speaker think tank” behind the “action steps” of the COO or Volunteer Administrative Support who help with all the logistical plans and steps for each major event. However, without volunteers to help, the faculty committee members must be ready to assume more action step responsibility. Also, trainees create a team of volunteer workers at the events, including the silent auction.

The purpose for each major event is:

- **Annual Award Dinner** – social networking, presentation of annual WIMS awards and silent auction event
  - [http://www.kumc.edu/wims/annual-events/awards-dinner.html](http://www.kumc.edu/wims/annual-events/awards-dinner.html)
- **Biennial Conference** – full day career and leadership development agenda for anyone interested
- **Biennial Retreat** – half day professional development agenda for WIMS leadership and committee members only, on how to run an organization or committee
  - [http://www.kumc.edu/wims/annual-events/leadership-retreat.html](http://www.kumc.edu/wims/annual-events/leadership-retreat.html)
- **Research Poster Session**
  - [http://www.kumc.edu/wims/annual-events/poster-session.html](http://www.kumc.edu/wims/annual-events/poster-session.html)

Planning the theme for the conference or retreat begins immediately following a completed August conference, two months after the major events committee term begins. Event planning and participation for actual events overlap since there is a two year period between each conference and each retreat. Committee members are expected to plan and assist with activities involved in both. The co-chair collaborates closely with the President or President-elect to select the conference or retreat themes.
Critical to the success of our annual events is a detailed program announcement during the Annual Awards Dinner, providing 12 to 18 months’ advance notice. Critical steps or timelines have been created to assist with the committee’s effort to stay on schedule and will be provided to the committee by their co-chair.

**C – Silent Auction Drive and Conference Sponsorship Drive**

The purpose of these two Sub-Committees is to solicit donation of items for a silent auction at the Annual Dinner and to solicit sponsorship for the conference. All proceeds from the silent auction support the biennial conference or retreat. Any and all donors who indicate or appear to be potential major donors (over $5,000) are referred our KUEA WIMS representative for discussion and processing their donation.

The donation and sponsorship drives are chaired by the WIMS COO and populated by selected individuals with fund raising experience. Silent Auction staff can include members of the EC, the Program Committee or other volunteers such as post-docs, residents, medical students or other administrative volunteers who wish to help, however, the group is chaired by a volunteer.

**Silent Auction** webpage: [http://www.kumc.edu/wims/annual-events/silent-auction.html](http://www.kumc.edu/wims/annual-events/silent-auction.html)

**Donation Drive** webpage: [http://www.kumc.edu/wims/support-us---donate-today.html](http://www.kumc.edu/wims/support-us---donate-today.html)


Donors who contribute are recognized on the web and in various other ways. Donors who contribute items in the spring or summer for the silent auction will be recognized on the website and during the annual dinner program. The activity time commitment of these sub-committees spans a six-month to one year commitment, or more if those involved wish to continue.

**Recognition Committee**

WEBSITE: [http://www.kumc.edu/wims/get-involved---committees/recognition-committee.html](http://www.kumc.edu/wims/get-involved---committees/recognition-committee.html)

**Mission**

The mission of this committee is to give recognition to and promote the accomplishments of women faculty members in the Schools of Medicine, Nursing and Health Professions which might otherwise go overlooked.

**Goals**

The goal is to recognize our successful faculty through announcements, award of scholarships to help further advance their careers, to reward members through the selection of annual WIMS sponsored awards or help solicit nominations for awards sponsored by outside groups.

The committee webpage has a calendar timeline for all the awards they consider supporting or sponsor.

**Co-Chairs & Committee Membership**

The WIMS Recognition Committee is under the leadership of two co-chairs due to the amount of time and energy it takes to oversee all the responsibilities for each category. The separation of their duties is determined by them, at the beginning of their terms.

**Activities**

Institutionalized categories for annual recognition include, but are not limited to:
- Awards
  - Marjorie Sirridge Excellence in Medicine & Science Award
  - Amy O’Brien-Ladner Innovation Award
  - Betty Drees MD Distinguished Alumnae Award
  - Soaring Star Award
  - Rising Star Award
  - Robert M Klein, PhD Trailblazer Award

- Scholarships (SOM faculty only)
  - AAMC Early-Career Women Leadership Seminar (two registration fee only scholarships are offered, one each for a MD and PhD, sponsored by WIMS)
  - AAMC Mid-Career Women Leadership Seminar (one full expense scholarship is sponsored by the Joy McCann Professorship)

- Nomination Support
  The committee will provide letters of support or for the purpose of nominating KUMC women faculty for University of Kansas, or KUMC, or national organizations listed on the Recognition Committee website such as:
  - KU SOM
    - School of Medicine Awards & Honors [http://www.kumc.edu/school-of-medicine/fad/honors-and-awards.html](http://www.kumc.edu/school-of-medicine/fad/honors-and-awards.html)
  - Local, State or National Awards
    - KU-Emily Taylor Center sponsored awards and honors [http://emilytaylorcenter.ku.edu/about](http://emilytaylorcenter.ku.edu/about)
    - AAMC GWIMS Awards [https://www.aamc.org/members/gwims/awards/](https://www.aamc.org/members/gwims/awards/)

**Mentoring Committee**
WEBSITE: [http://www.kumc.edu/wims/get-involved---committees/mentoring-committee.html](http://www.kumc.edu/wims/get-involved---committees/mentoring-committee.html)

**Mission**
To promote professional and personal development of women faculty members, offering mentoring services to all faculty, male or female, which will enrich, enhance and expand the department based programs with alternative support for various projects, topics, or issues related to women faculty.

**Goals**
The aim of the WIMS Mentoring Program is to enhance and support, not replace or duplicate, the School of Medicine's department based faculty mentoring program (http://www.kumc.edu/school-of-medicine/pdfa/faculty-mentoring-program.html), as well as mentoring services offered within the School of Nursing or School of Health Professions. The purpose of the committee is to help our KUMC female faculty members achieve academic career success and satisfaction.

**A – WIMS Delegates Sub-Committee**
The WIMS Delegates serve as our school or department delegates and were established in 2010 as a sub-group or committee of the Mentoring Program. They are chaired by one of the Mentoring Committee Co-Chairs.

- **Who:** Delegates are a faculty member from each school or department who are actively involved in WIMS and who have volunteered to who serve as a liaison between WIMS and each new woman faculty member. The
term Delegates was created to help differentiate between school or department based faculty mentors and their School of Medicine administrative ambassadors.

- **What:** Delegates work through WIMS to welcome and assist our newest women colleagues into their respective school or departments as well as to assist with helping them connect with a WIMS mentor.
- **When:** Delegates are expected to formally welcome their new women faculty colleagues. As soon as a woman accepts her “offer letter” from a school or department chair, they are considered a “new member of the faculty.”
- **Where:** The list of WIMS Delegates currently available within each School of Medicine department and for both the School of Nursing and the School of Health Professions is available on the web at [http://www.kumc.edu/wims/leadership/mentoring-committee/department-delegates.html](http://www.kumc.edu/wims/leadership/mentoring-committee/department-delegates.html)
- **Why:** Women, and men, are empowered when they feel welcomed and that they belong. When this feeling does not develop or exist, we risk losing some of our most valuable talent. Delegates were established in support of our WIMS missions: to promote the process of developing long-term, mutually beneficial relationships and cultivating new opportunities for collaboration through a supportive exchange of ideas and resources; and, to hire and retain to enhance and foster the professional development of all women faculty through encouragement and mentoring, and to encourage growth, networking that the Delegates were established.

**Diversity Committee**

WEBSITE: [http://www.kumc.edu/wims/get-involved---committees/mentoring-committee.html](http://www.kumc.edu/wims/get-involved---committees/mentoring-committee.html)

**Mission**

To be written.

**Short-term Goals**

- Serve as an Ad Hoc Member or Representative on the EVCs committee to address the LCME Accreditation report which cites the Medical Center for non-compliance in diversity and inclusion; currently the EVC’s office has taken the initiative to lead the efforts to address this deficiency and is seeking interested parties to serve on the cabinet
- Collaborate with the WIMS Program Committee on the Diversity Panel set for March, 2015
  - Suggestions made were to contact UMKC as they have had several successful programs on diversity
- WIMS Annual Program Committee meeting - meet with this committee to assist with planning for the next annual WIMS regional conference in 2017.

**Long-term Goals**

- Work with department for creating packets (resources for prospective female faculty members, WIMS would provide these women a physical packet that includes our mission, activities; would also have a virtual packet that they could access; packets would also serve as a recruitment package for those that we are interested in attracting to campus)
  - Part of the packet would be a collective report based on what was solicited and gathered last year - the statistics here for how many women there are and their rank in all of the departments; tenured and full professors, etc. We would like to build on this report for not only taking the most appealing parts of this report to then showcase in the recruitment packet but also a report that serves as a fact-sheet for where we are currently. This can serve as a baseline of information for where we should go in terms of growth and further diversifying the campus and sister campuses.
• Diversify WIMS beyond current status - currently there are representatives from all academic units at the Kansas City Medical Campus however we'd like to see more representation in the programming that reflects all schools: School of Medicine, School of Health Professions and the School of Nursing
• Examples - Current scholarships and opportunities target School of Medicine faculty and students; could be more inclusive if had scholarships for those in the School of Nursing or Health Professions (social sciences).
Responsibilities of ALL Officers and Committee Chairs

Each position on the Leadership Team is expected to perform specific duties unique to the mission of their respective titles or committee mission and explained later in this document. Each is also expected to fulfill leadership responsibilities, such as:

- **Annual Leadership Transition** (as mentioned on page 5 of this manual)
  - All officers, officer-elects, committee chairs and COO are expected to attend one session each spring or summer, for the purpose of:
    - Creating a smooth transition from one WIMS Leadership Team to the next to ensure the organization stays on schedule with all activities during the transition period between one leadership team to the next;
    - Learn or remain updated on protocol and procedures related to their respective positions with WIMS and help teach their replacement;
    - Prepare, the overall organization and committee budgets for the coming year, such as:
      - **President’s budget** –
        - Review the available funds for the upcoming FY,
        - Allocate the allowance available for each committee, and
        - Discuss and determine action steps for raising additional funds.
      - **Major program chair’s budget** – establish a dinner and conference/retreat basic budget so their committee can select the speakers and topics and all other required expenses within the budget,
      - **Monthly program chair’s budget** - allocate the funds by month to fit the topic or type of event theme the committee will plan each month;
      - **Recognition chair’s budget** – allocate the funds per scholarship or award throughout the year;
      - **Mentoring chair’s budget** – determine, what, if any, funds will be available to support mentoring projects or presentations during the year.
      - **Diversity chair’s budget** - determine, what, if any, funds will be available to support diversity projects or presentations during the year.

- Throughout the year, each member of the Leadership Team will:
  - **Attend**
    - Monthly Leadership Team meetings,
    - Quarterly WIMS Executive Council meetings,
    - Two full membership meetings,
    - plus as many events or activities as possible throughout the year.
  - **Lead**
    - Prior to or during the first FY meeting, establish a **routine meeting time and day each month** so their administrative support person is able to schedule the full year at the beginning of each chair’s term in July.
    - Supervise and direct the following responsibilities of their assigned Volunteer Administrative Staff Support:
      - Sending Outlook meeting **appointments** and **appointment reminders**, including the room reservation and posting details on the WIMS Calendar of Events;
      - Preparing and sending **agendas** to members no less than two weeks prior to each meeting, cc’d to the other program co-chair and the OAA support staff for the permanent files.
• Preparation and sending **minutes** within 2-4 days so absent members are aware of decisions and action plans.
  - **Populate**
    - The incoming chair shall:
    - seek a re-commitment each spring from committee members to serve another year.
    - recruit and invite new members to serve on the committee beginning July 1st when her term as chair or co-chair begins;
    - oversee and explain to her committee **proper protocol** for planning activities related to the mission of the committee, including budget guidelines and announcement deadlines;

• **Advocate** to foster WIMS relationships and collaboration with:
  - KUMC professionals – Chairs, colleagues and other KUMC leaders
  - Community businesses
  - Endowment representatives
  - KUMC administrative staff (constantly looking for volunteer helpers)

• **Website & WIMS Wall**
  - Each Committee Chair is responsible for, or delegates the responsibility to and holds accountable a committee member the accuracy of all related webpages and WIMS Wall (1st floor of Murphy by the Alumni Office) information
    - knowledgeable of all content;
    - Ensures changes are applied when any facet of their program is changed or updated resources or publications become available.
    - provides, or delegates providing necessary edits or updated attachments to WIMS webmaster or for posting on the WIMS Wall;
    - oversees development of new webpage content with their Committee and presents for approval to the Leadership Team.

• **Fulfils the specific responsibilities described of her position’s job description. (See table of contents for page numbers of each)**
JOB DESCRIPTIONS – Elected Officers

President-Elect

Job Description
The President-Elect of the KU WIMS organization provides support and backup to the president. The primary responsibility is to conduct the annual elections in the spring, before taking office as the president. During the President-Elect term, the individual needs to develop a plan, with the assistance of the president and/or COO, to carry out her vision for growth of the organization. This plan will be used during the Leadership Transition of her officers and committee chairs, just before she and her leadership team assumes their roles as she assumes hers as President. Prior to the Leadership Training, the president-elect will appoint her incoming, or re-confirm seated committee chairs, who will serve during her term as president.

Term & Commitment
Term of office is one academic year, August, 20xx – July 30, 20xx. (Time commitment involves three consecutive years: first year as President-elect, second year as President and third year as immediate Past-President)

Qualifications
This faculty member must be:
- A communicator - an effective and strong communicator with groups, individuals and in writing
- A visionary – someone who is able to see the big picture
- A planner – someone able to understand budgets and KUMC accounting policies
- Action focused and available - organized and able to carry out steps to achieve their vision
- A leader - capable of leading a team of strong officers and committee chairs as well as the executive council
- A professional - able to serve as the face and voice of equality, fairness, and excellence in the pursuit of a career in academic medicine, science, nursing and health professions.
- A “politician” - She will also be the liaison between WIMS and all other organizations or subgroups on campus and in the community.
- Inspirational - she will inspire in others the desire to serve in volunteer membership role which demand serious commitments beyond everyday job responsibilities at KUMC

Candidates who possess these crucial qualifications will succeed in her three year commitment to carry out responsibilities which support faculty career satisfaction and retention, and thus the continued success of the KUMC WIMS organization.

Duties (in addition to those listed for all Leadership Team members on page 17)
- Throughout the year, she will:
  - Chair, in the absence of the President:
    - Monthly Leadership Team meetings
    - Quarterly WIMS Executive Council meetings,
- In the fall, she may or may not (to be determined between herself and the seated president each year):
  - select the theme for the WIMS biennial conference or retreat, which ever will occur the following August, shortly after taking office as the President
    - WIMS biennial conference or retreat plans are implemented by the Major Program Committee Co-Chair in collaboration with the President-Elect.
- In the spring, she will:
Conduct the spring WIMS *election process* for officers and executive council representatives. The call for nominations preparation begins in early February and follows this:

- **Timeline:**
  - February – Prepare for nomination call
  - March - Call for nominations, Monday, March 4
  - April - confirm candidates & conduct electronic elections
  - May - confirm elections results; officer training
  - June - populate committees
  - July - new officers & committees in place

- To do list for *election process* (edited version of list originally prepared by Paige Geiger, and additional documents including email to those not chosen can be found in WIMS SharePoint):

  - **FEBRUARY - PREPARE**
    - Evaluate and edit position descriptions– Use descriptions in this manual and apply revisions prior to placing the call for nominations, if necessary.
    - COO has an automated Email list entitled WIMS@kumc.edu. Get a copy of this membership listing (email addresses only) in CSV or EXCEL spreadsheet.
    - Contact Karen Chinn, the head of web development, for guidance on how to prepare *Redcap Ballot* (See sample in Attachment A).
    - Convey timeline for announcements and elections (and reminder to vote).
    - Send files:
      - Nomination request, email text and nomination ballot
      - Invitation to vote (and reminder to vote) text
      - Ballot
      - Bios
      - WIMS membership emails via spreadsheet.
    - Confirm method of reporting the election results (pdf to WIMS Secretary)

- **MARCH - Call for Nominations**
  - Prepare email text for COO to send to membership only, via WIMS2@kumc.edu
  - Provide COO with email she can send initial *Call for Nominations*. Give her a timeline with dates for follow-up notices and reminder emails.
  - Personally:
    - Solicit nominations
    - ask EC members to submit names
    - Consider contacting all recipients of AAMC scholarships.
    - Self-nominations encouraged.
    - Recruiting the best is critical.

- **APRIL - Close nominations & Confirm candidates & conduct electronic elections**
  - Close nominations and confirm candidate eligibility and willingness to be on ballot.
  - Have candidate submit *brief bio* (note: we did not do this last year. Thoughts?)
  - Write *election email announcement* text (invitation to vote) and reminder to vote (with dates to send) and send to COO for distribution.
o Prepare an **electronic ballot** (with write-in) and a compiled bio page that can be linked to (download a pdf) or put info in a mock ballot that is part of the invite. Give the text in a word doc to Karen Chinn, or her designee, and they will handle this.

o **Important to notify**
  - candidates and **confirm acceptance** before making the information public.
  - Notify WIMS leadership and successful candidates.
  - **Also notify unsuccessful candidates and thank them**. Keep list of nominees and forward to committee chairs as possible future members.

o Keep organized files of all elections documents to file in WIMS SharePoint.

- **MAY** – **Close and confirm election results**
  - Schedule appointments for Leadership Transition Meetings

- **JUNE – JULY** – populate committees and confirm committee chair commitments

- **AUGUST** – Populate WIMS committee webpages with chair & members names to be ready by Annual Awards Dinner
President

Job Description
The President of the KUMC WIMS organization provides vision, leadership, mentorship, supervision, and energy to this organization which represents all SOM, SON, and SHP women faculty members and respective trainees. Her primary responsibility is to lead the organization in all activities throughout the year which support the mission and carry out the strategic plan.

Term & Commitment
Term of office is one academic year, July 1, 20xx – June 30, 20xx. (Time commitment involves three consecutive years: first year as President-elect, second year as President and third year as Immediate Past-President)

Qualifications
This woman faculty member must be:
- an effective and strong communicator,
- A communicator - an effective and strong communicator with groups, individuals and in writing
- A visionary – someone who is able to see the big picture
- A planner – someone able to understand budgets and KUMC accounting policies
- Action focused and available - organized and able to carry out steps to achieve their vision
- A leader - capable of leading a team of strong officers and committee chairs as well as the executive council
- A professional - able to serve as the face and voice of equality, fairness, and excellence in the pursuit of a career in academic medicine, science, nursing and health professions.
- A “politician” - She will also be the liaison between WIMS and all other organizations or subgroups on campus and in the community.
- Inspirational - she will inspire in others the desire to serve in volunteer membership role which demand serious commitments beyond everyday job responsibilities at KUMC

As long as funds are available to pay for the membership, she will represent WIMS as a member in The Central Exchange, a Kansas City women’s leadership organization www.centralexchange.org/, or delegate the duty to another WIMS officer or member if she is unable to attend on a regular basis.

Duties (in addition to those listed for all Leadership Team members on page 17)
1. Annual Vision for WIMS:
   a. Biennial Conference or Retreat
      i. The presidential duty acts as host for the Annual WIMS Dinner and Biennial Conference or Retreat for which she provided a theme during her President-Elect term.
   b. May establish new programs or benchmarks to leave as her legacy

   HISTORY NOTE:
   i. Amy O’Brien-Ladner established the initial by-laws
   ii. Kim Templeton established WIMS TRIMS – professional development topics in Translational Research in Medicine & Science
   iii. Julie Wei – established the first full Executive Council by recruiting “acting” officers until membership was enough for elections; she established “membership” based on gender and not an application which expanded membership from 36 to all women faculty in SOM, the first Annual Awards Dinner, the first Biennial Conference, and the first Annual Report
   iv. Paige Geiger established this Leadership Manual and the initial Leadership Transition Meetings. She also formally revised the bi-laws (with EC approval) to incorporate SON and SHP women faculty as official members.
v. Belinda Vail reinvigorated the non-active **Mentoring Committee**

2. **WIMS Advocate** to foster WIMS relationships and collaboration with:
   a. KUMC professionals: EVC, deans, chairs, colleagues and other KUMC leaders
   b. KUMC trainees: Kansas Postdoctoral Society, Graduate Student Council, AMWA, KU Medical Students
   c. KUMC organizations: KU Auxiliary, KU Endowment, KU Alumni Association, KU Communications
   d. Outside KU:
      i. thru a two-year membership in the Central Exchange, sponsored by McCann or PDFA resources, the President will attend as many Central Exchange meetings as possible for the purpose of service to the community
      ii. connections in the Kansas City and Lawrence philanthropic communities thru organizations like the KU Emily Taylor Center and KU Philanthropic Women, and any other groups which may create a win-win relationship with WIMS
   e. Serves the KUMC EVC as a contact for assistance with populating search committees on campus, ensuring each committee will have representation by a WIMS member.

3. **Fiscal Responsibility** for the Organization
   a. Establishes her FY budget during the Leadership Transition during her President-Elect term, just prior to taking office, in collaboration with and under the guidance of the outgoing president and the WIMS COO. This includes establishing allowances for each committee chair which will be used in their respective Leadership Transition meeting. The overall budget amount for WIMS state OOE is provided by the COO after budget load in the spring
   b. Oversees the responsibility of submitting requests or estimates for approval prior to spending by each committee chair to the treasurer.
   c. Follows the guidance, for use of state and endowment resources, provided by the WIMS COO regarding all policy and procedure established by the institution and state. Each account type (OOE, restricted and endowment) has different rules for spending which the president and her leadership team are expected to adhere.
      i. All records and financial reports are maintained and provided by the COO to the President before each monthly Leadership Team meeting whenever possible.
      ii. All check requests, contracts for service, and reimbursement paperwork is submitted for approval prior to spending, payment or processing through the WIMS COO or her designee.

4. **Committee Responsibilities**
   a. **Chairs three WIMS meetings** including:
      i. Summer – Annual Leadership Transition meetings
      ii. Monthly - Leadership Team meetings
      iii. Quarterly - Executive Council meetings
      iv. Annually – Membership meeting
      v. Also attends as many events as possible, and introduces all guest presenters.
   b. **Appoints and supervises:**
      i. WIMS non-elected Executive Council positions
      ii. Diversity Committee Chair
      iii. Mentoring Committee Chair
      iv. Recognition Committee Chair
      v. Program Committee Chair
      vi. Ad Hoc Committee(s) and chair(s)

5. **Annual Leadership Transition**
   a. Oversees and co-trains the incoming officers and committee chairs during the annual spring Leadership Transition Program, in collaboration with the WIMS outgoing president and COO, to ensure:
      i. a smooth transition from one WIMS Leadership Team to the next;
ii. providing explicit expectations for each position serving during her term as president, including providing each person with:
   1. clear position responsibilities and expectations of the role in which they are about to serve;
   2. identification of leadership skills necessary to carry out their duties, as well as,
   3. process and protocol related to their respective responsibilities as a leader in the WIMS organization.

6. WIMS Website & WIMS Wall
   a. The WIMS website and WIMS Wall are the primary public faces of the organization and thus, reflective of the president’s leadership. Therefore, the president:
      i. is knowledgeable of all content;
      ii. oversees the responsibility of each committee chair for providing our web master with edits and updates to keep all information current;
      iii. approves of any new WIMS web pages by the appointed project lead.

7. WIMS Facebook page
   a. Ultimate responsibility for following all University policy for social media is the president; however she may delegate this to another member of her leadership team. The WIMS Facebook page is a secondary public face of the organization.
   b. Posts on the WIMS Facebook page are limited to delegated members of the leadership team and the COO who is owner of the Facebook account for WIMS.

8. Annual Report:
   a. Prepares for publication, in collaboration with the COO, all activity and accomplishments of both WIMS and the Joy McCann Professor in a formal FY Annual Report.
      i. May or may not choose to have each committee chair write their committee’s section for the report.
      ii. Provides the Joy McCann Professor with a deadline date for submitting her portion of the annual report. This section of the annual report serves to satisfy part of the McCann gift instructions.
   b. Printed versions are provided for the KU Chancellor, KUMC Executive Vice Chancellor, the Executive Deans, all KUMC Department chairs, the UKH CEO and UKP President. All others are provided a link to the pdf version found on the WIMS homepage.
   c. The Annual Report must include all activities under the president’s leadership for the fiscal/academic year of their seated term in office, and thus may be completed within, but no later than October, two months following her term as president.
   d. The WIMS Historian, a responsibility of the secretary-elect, assists the president with the collection of:
      i. information to be included in the WIMS Annual Report
      ii. all photos and images from all activities during the year from which the president will select final images to be included in the WIMS Annual Report
   e. The photography services are provided by KU Photography, Elissa Monroe, Director and Lead Photographer and paid for by either the WIMS or Joy McCann budget. Photo CDs are in the COO office.
Immediate Past-President

Job Description
The Immediate-Past President’s primary responsibility is to complete and publish the Annual Report for the term she served as the WIMS President. She will continue to provide leadership and energy to this organization through mentorship from her experience. Her lifelong role is to continue to promote and be a positive advocate for all women in medicine and science. As a past president of WIMS, she will always be seen as a face and voice of equality, fairness, and excellence in the pursuit of a career in academic medicine. She may continue to serve the organization by working closely between WIMS and all other organizations or subgroups on campus and in the community, as her time permits. She may also be provided continued membership in the Central Exchange [www.centralexchange.org/], pending available funds.

Term & Commitment
Term of office is one academic year, immediately following her term as president. (Time commitment involves three consecutive years: first year as President-elect, second year as President and third year as immediate Past-President)

Duties
1. Annual Report:
   a. Complete and coordinate the final publication of the official WIMS Annual Report.
      i. The Annual Report summarizes all activities and accomplishments of WIMS and the Joy McCann Professor which occurred during the president’s term, beginning with the annual dinner at which she was introduced and took office.
      ii. The WIMS Historian, a responsibility of the secretary, assists the immediate past-president with her collection, from her secretary-elect year, of:
         1. information to be included in the WIMS Annual Report
         2. all photos and images from all activities during the year from which the president will select final images to be included in the WIMS Annual Report
      iii. The Joy McCann Professor is completely responsible for her section of the Annual Report and must submit text and images to the President for inclusion by the deadline provided.
      iv. Printed versions, pending available funds, are provided for the KU Chancellor, KUMC Executive Vice Chancellor, the Executive Deans, all KUMC Department chairs, the UKH CEO and UKP President. All others are provided a link to the pdf version found on the WIMS homepage.

2. WIMS Leadership Team
   a. Attend monthly Leadership Team meetings whenever possible
   b. Serves as an advisor to the Leadership Team, including the new president and president-elect.

3. WIMS EC Meetings
   a. Attend quarterly meetings whenever possible

4. Continues to serve whenever possible as a strong advocate for WIMS to strengthen WIMS relationships and collaboration with KUMC leadership, trainees, other organizations and the community as established during the term as president.
Secretary-Elect

Job Description
The Secretary-Elect of the KU WIMS organization primary responsibilities are to co-coordinate the annual election process in the spring with the president-elect, before taking office as the secretary, and to provide support and backup to the secretary including serving in her absence. The secondary responsibility is to serve as the Historian by collecting information and digital photos from activities during the year for the president to use in her Annual Report.

Term & Commitment
Term of office is one academic year, assuming her office at the Annual Dinner in August. (Time commitment involves two consecutive years: first year as Secretary-elect, second year as Secretary when she also assists the Immediate-Past President with completing her annual report.)

Qualifications
This faculty member must be:
- extremely organized
- detailed
- an effective communicator with outstanding writing skills
- able to set and meet deadlines, and function without reminders, in order to ensure the continued success in the area of overall communication between the WIMS Leadership Team and EC members.

Duties (in addition to those listed for all Leadership Team members on page 17)
- Following her election as secretary-elect she will attend the Annual Leadership Transition in the late June or early July.
- Throughout the year, she will attend:
  - Assist the Secretary of WIMS for one academic year.
    - In the Secretary’s absence, record, prepare and distribute the Leadership Team and Executive Council agenda and minutes
  - Serve as the WIMS Historian
    - Photography services are provided by KU Photography, Elissa Monroe, Director and Lead Photographer.
    - As the organization’s “historian,” she will collect and maintain a file of all photos and images from the year to assist with preparation of the Annual Report during her term as Secretary.
    - At the request of the President, while she begins to develop articles or sections in the WIMS Annual Report, the Secretary-elect will recommend or provide images which best fit the theme.
    - At the end of her term, all photos and images should be cataloged and saved on one CD and permanently kept in the WIMS history files, located in the Office of Academic Affairs and Graduate Studies, 5015 Wescoe Pavilion and maintained by the WIMS support staff in that office.
- In the spring she will:
  - Co-coordinate the annual election process beginning early February through the spring, with the WIMS president-elect.
  - Assumes the duties of WIMS Secretary, commencing at the Annual Dinner in August, the following year.
Secretary

Job Description
The Secretary of the KUMC WIMS organization primary responsibility is to provide leadership plus organizational and communication skills for the Leadership Team and Executive Council (EC) activities by attending all Leadership Team and EC meetings, preparing and distributing the final agenda and minutes of each. The secondary responsibility is to assist the Immediate-Past President with the completion of her Annual Report. Information along with a collection of digital photos and images will be used from her term as Secretary-elect when she handled Historian responsibilities for the organization.

Term & Commitment
Term of office is one academic year, commencing at the Annual Dinner in August. (Time commitment involves two consecutive years: first year as Secretary-elect and Historian, second year as Secretary, which includes the three to four months in the fall assisting the Immediate-Past President with completing her annual report.)

Qualifications
This faculty member must be:
- extremely organized
- detailed
- an effective communicator with outstanding writing skills
- able to set and meet deadlines, and function without reminders, in order to ensure the continued success in the area of overall communication between the WIMS Leadership Team and EC members.

Duties (in addition to those listed for all Leadership Team members on page 17)
- Following her term as secretary-elect she will attend the Annual Leadership Transition a second time, in late June or early July, to assist with training her secretary-elect replacement and confirm her new responsibilities as Secretary commencing at the August dinner.
- Throughout the year, she will:
  - Prepare Agendas and Minutes
    - for the Leadership Team meetings and Executive Council meetings, collaborating with the president for content;
    - distribute via email the agendas no less than one week prior to each meeting, and
    - record, prepare and distribute minutes within 2 to 4 days following each meeting, and
    - Email to committee members final minutes
    - File copies of agendas and minutes on SharePoint.
  - Write thank you notes to people who provide donations to WIMS, sponsorship for the conference and silent auction item donations. Names and contact information will be provided by the COO when each is received from a donor.
  - Annual Report
    - Assists the immediate-past president with the collection of information to be included in her WIMS Annual Report from her collection of information and photos while serving as the Secretary-elect (WIMS Historian).
    - The report is written and published in the fall by the immediate past-president, reflecting the activities of the July-June year during which the author served as president.
Elected Representatives

Job Description
The primary responsibility of each EC elected representative is to be a liaison between the EC and their school or school area. Each representative is expected to:

a) communicate or publicize to those they “represent,” all activities or programs, and
b) to present at the EC meeting requests, suggestions, concerns or issues raised by their respective groups, including all information about planned events to help WIMS prevent duplication of effort and resources.

The secondary responsibility is to function as a liaison or serve as a WIMS Delegate between WIMS and each woman faculty member in the various SON or SHP schools or SOM departments. [http://www.kumc.edu/wims/leadership/mentoring-committee/department-delegates.html](http://www.kumc.edu/wims/leadership/mentoring-committee/department-delegates.html). SOM departments which are not represented among all the current EC members, including the representatives, will be distributed between the elected faculty representatives to ensure coverage and availability of someone to inform the unrepresented departments. Elected faculty member representatives include:

- SOM basic science representatives (2 PhDs)
- SOM clinical science representatives (2 MDs)
- SON representatives (2)
- SHP representative (2)

Term & Commitment
Term of office is one academic year, commencing at the Annual WIMS Awards Dinner, in August following the elections. (Time commitment involves one year)

Qualifications
This faculty member should be:
- an extremely outgoing individual who is an effective communicator
- someone who has a vested interest in the career growth of our newest women faculty members.

Duties (in addition to those listed for all Leadership Team members on page 17)
- The chair of the mentoring committee oversees the Department Delegates to ensure each Representative:
  o informs new faculty members (male and female) within their respected departments or schools, including the department/school administrator, the role they serve as a WIMS delegate or Elected Representative;
  o establishes within their represented population, a system to remain informed when a woman is interviewing for a faculty position, when an offer is made and when the individual accepts the faculty position;
  o sends a welcome email to the newly hired (as soon as the new person has signed their offer letter and accepted their position) woman faculty member, cc’ing the president and secretary, informing her of a) who you are, b) what WIMS can do for her and c) helpful WIMS web links;
  o remains accessible to her women colleagues;
  o is knowledgeable of the content on the WIMS website and the tools available in order to help a new faculty member transition easily during her “on-boarding” period
  o assists with finding mentors for new women colleagues through their respective department or school channels, or through the WIMS Mentoring Committee chairs.
Joy McCann Professor

Job Description
Added to the by-laws in 2010 -- The Joy McCann Professor will serve as the Program Consultant for the KUMC Women in Medicine and Science organization and as a member of the WIMS Leadership Team, will be asked to provide an annual “vision” to the WIMS Executive Committee by August 1st for projects or programs, along with estimated budgets for each. The professor, during her three year term of the professorship, may elect to manage all responsibilities related to her projects or programs, or collaborate closely with the Monthly Program Co-Chair who will oversee for her, planning any program through completion with her committee. (Money for these activities will come from the Joy McCann Professorship award.) The annual activity summary of projects created by the Joy McCann Professor shall be part of the WIMS Annual Report, written by the Joy McCann Professor, and provided to the WIMS President by her requested deadline.

Term & Commitment
Term of office is three academic years, July 1, 20xx – June 30, 20xx. (Time commitment involves three consecutive years)

Qualifications
Qualifications and the application and selection process are explained on the Joy McCann Professorship webpage and overseen by the office of Faculty Affairs and Development under the leadership of Dianne Durham, PhD, Associate Dean.

WEBPAGE: http://www.kumc.edu/wims/joy-mccann-professorship.html
JOB DESCRIPTIONS – Appointed Chairs

Monthly Program Chair

Job Description
The primary responsibility includes oversight of all activities related to planning (including budget pre-approval per event), securing speakers, scheduling, announcing and attending the monthly series of events. The secondary responsibility is to be a voice for WIMS by communicating as often as possible across campus news about the WIMS monthly events.

Term & Commitment
Term of the appointed position is one academic year, commencing at the annual dinner, but if she so desires, with the support of the new president she may serve additional years.

Qualifications
This faculty member must be:
- extremely organized,
- detailed,
- able delegate,
- knowledgeable of KUMC account spending guidelines and rules
- able to hold accountable her committee members for all details related to planning events and programs, including line-item budget plans per event.

Duties (in addition to those listed for all Leadership Team members on page 17)
- The chair will oversee the event planning process for the 12 month activity on the WIMS Annual Calendar of Events including, but is not limited to:
  - Budget
    - Manage the fiscal responsibility for the committee’s program budget including:
      - Monitor expenses per event, based upon spending guidelines of this institution, and the allocation of funds per each WIMS account provided by the president during the Leadership Transition Meeting. Follow samples provided during the Transition meeting for various types of events, based upon previous years records
      - Direct the planning process for approved activities, within the program committee allowance provided by the organization’s president.
      - Ensure a budget estimate per event has been approved by the COO, PRIOR to contacting speakers and making commitments for each event.
  - Monthly Event Themes
    - Based on the budget provided during the Leadership Transition meeting, create a July-June calendar “draft” or action plan based on themes each month, to present to her committee at the first meeting. Themes can be advertised at the August conference or retreat and then populated with details (speakers, topics, dates) by the committee over the following months.
    - Delegate, to committee members, event planning tasks based upon the agreed upon division of duties.
    - Oversee the committee’s completion of all event plans including publications/flyers, announcements and deadlines.
  - Event Planning TIMELINE & Responsibility
    - Establish a timeline each event planner should use to determine announcement dates
Planning documents are available on the WIMS SharePoint site to help with planning any type of event and the budget to support it.

Oversee or publish all details regarding each event - Hold the committee “event planner” accountable for deadlines per each planned event for the purpose of reaching the largest audience possible;

- **Announcements** include, but are not limited to: WIMS Calendar of Events (Trumba), email broadcasts, flyers, updated list of events on the WIMS Wall, blasts to be posted by the COO on WIMS Facebook, and for campus focused WIMS events announcements for the Office of Communications to send to everyone.
  - **Trumba calendar** send details to Marty McLaughlin to load or revise
  - **Email blasts** send an email draft and the date to be broadcast:
    - to membership - Marty McLaughlin mmclaughlin@kumc.edu She will email it from WIMS to the email account automatically populated with all the women faculty in the SOM, SON, and SHP
    - to everyone on campus – Carrie Brown cbrown17@kumc.edu in the Office of Communications.
    - To post-docs – Ashley Carlson, acarlson5@kumc.edu in the Office of Postdoctoral Affairs
    - To graduate students – Marcia Jones, mjones@kumc.edu in the Office of Graduate Studies
    - To medical students – Ryan Gove, rgove@kumc.edu in the Office of Student Life
  - **Flyers** – create and deliver 30 copies to the hospital volunteer desk by the front door for posting on the main campus, and 30 copies to the Student Life Office for distribution through the basic science areas.
  - **WIMS Wall** – there is a plastic holder on the WIMS Wall for a legal size list of events. This should be changed monthly to include as many events as the paper can display.
  - **WIMS Facebook** – a simple announcement per event is needed, or even following events with a photo, and can be posted by Paige Geiger, Marty McLaughlin, or Alana Smith.

- **Staffing events**
  - Ensure members of the committee are able to attend and represent the organization as “ambassadors” to attendees.
  - Follow a checklist in advance to ensure who will handle each task the day of the event. Samples Checklists are are WIMS SharePoint.

- **Thank you notes to speakers**
  - Write a thank you note to each speaker following each event, or delegate to the event planner on the committee. Sample templates with WIMS logo are available on SharePoint, or you can use any thank you card.
**Major Programs Chair (s)**

**Job Description**
The primary responsibility includes oversight of all activities related to planning three major events: the annual dinner, the biennial professional development conference or the biennial retreat. This includes budget approval per event, securing speakers, scheduling, announcing and attending the events. The secondary responsibility is to be a voice for WIMS by communicating, as often as possible, across campus and with appropriate professionals outside the medical center, news and updates about the WIMS major events.

**Term & Commitment**
Term of the appointed position is one academic year, commencing at the Annual Dinner in August, but is highly encouraged to commit to serve a minimum of two years. It would be helpful if Co-Chairs served, in a leap-frog of each other’s terms, so they overlapped years for continuity of planning and no two begin and end at the same time.

**Qualifications**
This faculty member must be:
- extremely organized and detailed
- able to establish and follow a timeline
- able to recruit committee members willing to carry out action tasks
- able work with professionals inside the KUMC community and in the professional world of the Kansas City area and region around it

**Duties** (in addition to those listed for all Leadership Team members on page 17)
- Oversee the event planning process for the WIMS Annual Dinner and Biennial Conference or Retreat. This includes but is not limited to:
  - Developing a and populate a planning committee with WIMS members and from non-KUMC professional organizations who fit the theme and target audience for the conference
  - Organizing two biennial alternating professional development events:
    - a city/region wide all day conference and
    - a KUMC WIMS leadership and committee member’s campus retreat, for the purpose of training our most committed members.
- **Calendar Timeline**
  - Prepare and follow a timeline to manage the evolution of organizing 2 major events. Summer months can easily be busy with the upcoming conference tasks as well as planning ahead for the alternating year retreat.
  - Prepare table assignments based upon reservations (usually the week of the event)
  - Attend the dinner and conference to ensure events run smoothly.
- **Announcements** include, but are not limited to: WIMS Calendar of Events (Trumba), email broadcasts, flyers, updated list of events on the WIMS Wall, blasts to be posted by the COO on WIMS Facebook, and for campus focused WIMS events announcements for the Office of Communications to send to everyone.
  - Trumba calendar send details to Marty McLaughlin mmclaughlin@kumc.edu
  - Email blasts send an email draft and the date to be broadcast:
    - to membership - Marty McLaughlin mmclaughlin@kumc.edu She will email it from WIMS to the email account automatically populated with all the women faculty in the SOM, SON, and SHP
to everyone on campus – Carrie Brown cbrown17@kumc.edu in the Office of Communications.

To post-docs – Ashley Carlson, acarlson5@kumc.edu in the Office of Postdoctoral Affairs

To graduate students – Marcia Jones, mjones@kumc.edu in the Office of Graduate Studies

To medical students – Ryan Gove, rgove@kumc.edu in the Office of Student Life

Flyers – create and deliver 30 copies to the hospital volunteer desk by the front door for posting on the main campus, and 30 copies to the Student Life Office for distribution through the basic science areas.

WIMS Wall – there is a plastic holder on the WIMS Wall for a legal size list of events. This should be changed monthly to include as many events as the paper can display.

WIMS Facebook – a simple announcement per event is needed, or even following events with a photo, and can be posted by Paige Geiger, Marty McLaughlin, or Alana Smith.

Conference and Dinner Budget

Adhere to the budget without exception; tickets must cover the cost.

Work with the WIMS COO and Volunteer Administrative Support persons to plan all details including venue, menu, ticket sales, décor and flowers, etc.
Silent Auction Donation Drive Chair

Job Description
The primary responsibility is to coordinate all efforts of this program sub-committee, to solicit donations for the Silent Auction and, oversee the activities of the volunteer students and faculty who prepare items for the auction the week before the dinner, and who manage the Silent Auction the night of the annual dinner. The secondary responsibility is to collaborate closely with the KUEA WIMS representative in an effort to raise monetary donations as well.

Term & Commitment
Term of the volunteer position is a minimum of one academic year, commencing at the Annual Dinner in August, but can be handled for as long as the successful chair wishes to remain responsible. This position is filled by an administrative, non-faculty member on a volunteer basis for as long as the individual wishes to be involved.

Qualifications
The Silent Auction Chair must be managed by someone who has donation drive experience or who works as a co-chair and understudy for one year.
Mentoring Committee Chair(s)

Job Description
The appointed chair (or co-chairs) primary responsibility is to provide leadership, mentorship, supervision, and energy to this committee and to oversee the matching of mentors with mentees, either women or men, based upon the mentoring requests or needs of the mentee. The secondary responsibility is to chair the WIMS Delegate network for help with communication and to ensure successful on-boarding of new women faculty members, guiding through the obstacles faced in any academic career in medicine, nursing or health profession.

The program mission overseen by the chair(s) is to promote professional and personal development of women faculty members, offering mentoring services to all faculty, male or female, which will enrich, enhance and expand the department based programs with alternative support for various projects, topics, or issues related to women faculty.

Term & Commitment
Term of office is one academic year, commencing at the Annual WIMS Dinner in August. (Time commitment involves one year minimum.) Determined on an annual basis, this position may be split into co-chairs who will determine how to divide the duties. Chair or co-chairs may remain in office for additional years with the approval of the incoming president.

Qualifications
Strengths in this position would include:
• someone who is outgoing with enough established faculty relationships on campus, across all schools, to assist with making mentor-mentee connections,
• the ability to confidently call on others to help in a mentoring capacity
• natural insight in determining the best matches possible
• the ability to handle difficult conversations when a mentor-mentee team is struggling and one or both members have asked for help
• vision for establishing or improving the committee services

Duties (in addition to those listed for all Leadership Team members on page 17)
• WIMS Mentoring Program
  o Oversee the development and roll out of the WIMS Mentoring Program
  o Assist or oversee the matching process of mentors with mentees
• WIMS Delegates and Elected Representatives Job Responsibilities
  o As the chair of the WIMS Delegates, oversee to ensure each delegate:
    ▪ informs members of their departments or schools, including the department/school administrator, the role they serve as a WIMS delegate or elected representative;
    ▪ establishes within their department or school a system to remain informed when a women is interviewing for a faculty position, when an offer is made and when the individual accepts the faculty position;
    ▪ sends a welcome email (cc’ing you, the president and the secretary) to the new woman faculty member informing them of who they are, their role as a delegate and helpful WIMS web links;
    ▪ remains accessible to the women colleagues they represent;
    ▪ learns and is able to communicate the content on the WIMS website and the information available in order to help a new faculty member transition easily during their “on-boarding” period;
• assists with finding mentors for new colleagues through their respective department or school channels, or through the WIMS Mentoring Program.

• As a result of the 2013 WIMS Survey, oversee the progress of MOVING FORWARD, the WIMS Mentoring Committee will enact the following mentorship opportunities beginning in early 2014:
  o A panel discussion on the importance of mentorship and networking
  o A mentor/mentee match-up event
  o A workshop on workplace politics
  o Events to foster networking between women on campus
  o A CV preparation workshop
  o A workshop on development of a successful promotion application
  o Development of a set of online resources which will include helpful material for navigating one's career at the academic medical center.
  o Web resource to identify faculty on campus who can read and provide constructive criticism for manuscripts and grant applications.
Recognition Committee Chair(s)

Job Description
The appointed chairs (or co-chairs) primary responsibility is to provide leadership, inspirations, and energy to this committee and to oversee the annual selection process for all WIMS sponsored awards and recognition, or scholarships. The secondary responsibility is to oversee the selection process for women worthy of recognition either by providing the committee’s nomination for other local, regional and national awards or by any other means the committee is able to use to recognize the achievements of our KUMC women faculty members. Awards considered are listed on the committee webpage. @ http://www.kumc.edu/wims/get-involved-—committees/recognition-committee.html

The chair(s) of this committee is/are responsible for presenting the WIMS sponsored awards (either face-to-face, by or preparing a slide show or recorded video presentation, with help from a professional) at the August annual dinner.

Term & Commitment
Term of office is one academic year, commencing at the Annual Awards Dinner in August. (Time commitment involves one year.) Determined on an annual basis, this position may be split into co-chairs and the co-chairs will determine how to divide their duties. Chair or co-chairs may remain in office for additional years with the approval of the incoming president.

Qualifications
Strengths in this position would include:
• being attentive to detail on timelines with deadlines
• delegating and monitoring others action tasks on the timeline
• Knowledgeable of activities and aware or searches for woman faculty member accomplishments which may otherwise go unnoticed or recognized on campus

Duties (in addition to those listed for all Leadership Team members on page 17)
The chair or co-chair will oversee the recognition process for the various awards and scholarships listed on the Award Deadline webpage http://www.kumc.edu/wims/leadership/recognition-committee.html
• During the Spring Leadership Transition Meeting:
  o receive the seasonal budget from the president, to be used for each award and scholarship
  o ensure managing the fiscal responsibility for the committee’s recognition budget
  o Learn the protocol and process for various awards and scholarships, including:
    ▪ make nomination calls, selecting winners and making announcements of winners for all the awards the committee can support each year.
    ▪ the instructions, to be given to each recipient, required for processing a AAMC registration and how to handle expenses for each award or scholarship
    ▪ coordinating with the COO or her designee, purchasing all items (such as trophies and engraving) for the two awards presented at the Annual WIMS Dinner in August
• During the summer or early fall committee meetings:
  o Determine or delegate the responsibility of each award or scholarship the committee believes they can process for the year.
  o Establish a calendar with deadlines for each of the awards and scholarships on the webpage list.
  o Hold the committee members accountable for deadlines related to the award or scholarship for which they are responsible;
• During the year, call for nominations and announcements:
Ensure the committee’s volunteer administrative support person, should they have one, has been provided all details for her to handle the following action steps (if no volunteer is available, the committee will need to handle these tasks):

- Action tasks for our Election Process, as defined on page 23, are similar to those related to awards and scholarship.

- **Award Presentations**
  - Prepare the presentation speech for all awards
  - Write the award announcement about the winners, to be broadcast prior to the dinner in August
  - Present all awards at the WIMS Annual Dinner in August