UNIVERSITY OF DENVER

WOMEN'S COALITION

Students + Faculty + Staff

MANAGEMENT OPERATING SYSTEM

MOS OVERVIEW

What is a Management Operating System?

A disciplined system for setting direction, defining priorities, achieving alignment, managing accountability and measuring progress

Disciplines

- Department Mission, Responsibilities, and Purpose
- Success Measurement System
- 2021 Priorities (from July-December)
- Cadence for Communication and Meetings

MOS | COALITION MISSION, RESPONSIBILITIES, AND PURPOSE

- What are we here for?
  - Advance DU toward a more representative and inclusive culture for women
  - Facilitate sharing of useful resources and information for all women on campus
  - Transform the University into a leader in higher education and center the experiences of marginalized and underrepresented women
  - Provide educational programming, networking, and development opportunities for women on campus
  - Allyship and support of our fellow affinity communities
- Why do we exist?
  - To create and foster a University of Denver culture that values and empowers all women.
- How do we fit to the overall mission?
  - The DU mission is "to promote learning by engaging with students in advancing scholarly inquiry, cultivating critical and creative thought, and generating knowledge. Our active partnerships with local and global communities contribute to a sustainable common good." We fit into this mission by building community for our women while promoting empowerment of women across all aspects of the University.

MOS | SUCCESS MEASUREMENT SYSTEM

Women's Coalition Areas of Focus

- Programming Success Metrics
  - Number of Events
  - Event Attendance
  - Diverse representation of speakers and attendees
  - Event Evaluation outcomes
- Impact Success Metrics
  - Women's Coalition representation breadth
  - WC representation on working groups, search committees, and critical strategic initiatives
- Operations Metrics
  - Budget
  - Reporting

MOS | PRIORITIES

Top initiatives for remainder of 2021 through next academic year

- Reorganization (see Appendix A)
  - Increase executive roles
  - Identify representatives from academic and business units
  - Sub-committees for WC Programming, MarCom, and Strategic Work
  - Invite student representation from women-focused organizations
- Strategic Initiatives
  - Revise current Strategic Plan draft or start a new to identify key goals and actions for 2021-2022
  - Attend Affinity Group meetings with HRIC
  - Participate in ODEI Leadership Meetings
- Programming
  - Identify and implement 2021-2022 programming
  - HerDU 2022

MOS | COALITION COMMITTEES

Committee Name	Description
Executive	• Comprised of Chair, Chair-Elect, Secretary, and Treasurer. • Provide oversight to assure all programming and initiatives are in alignment with the WC Mission and Vision. • Drive the goals of the WC Strategic Plan. • Liaise with HRIC and ODEI
Programming & Outreach	• Oversee HerDU programming and build programming for all WC constituents. • Determine best schedule for programming and opportunities. • Build and strengthen allyship relationships for the benefit of co-hosting programming and aligning missions and values.
Strategic Plan and Initiatives	• Oversee the development of the Strategic Plan. • Align with university initiatives and resources to reach strategic goals. • Update executive committee and WC leadership of the status of the Strategic Goals as well and any obstacles or challenges that arise.
Marketing and Communications	• *Develop and maintain WC Crimson Connect page.* • *Create communication plan and choose communication channels for the WC.* • *Make website updates as needed.*

MOS | COALITION MEETING CADENCE

Meeting Name	Frequency/Length	Attendees	Objectives
WC Meetings	Quarterly/TBD	All WC committees, representatives, and DU Community Members that would like to attend	• Review Strategic Initiatives Progress • Check-in with committees • Assign action items • Identify Issues/Barriers
Committee Meetings	Monthly	Committee members for each committee	• Advance goals and action items

MOS | NEXT STEPS

- Summer Quarter:
  - Elect new officers
  - Identify representatives for academic and business units as well as student groups
  - Present appeal to University leadership for human support for affinity groups

APPENDIX A | WOMEN'S COALITION REORGANIZATION EXECUTIVE COMMITTEE

Role	Duties	Monthly Time Commitment
Chair	• Preside at all meetings of the Women's Coalition • Attend ODEI leadership meetings • Request special meetings with University leadership when necessary • Call meetings of the Executive Committee as need • Oversee and initiatie working committees • Determine the agenda for all WC meetings • Participate as a speaker/presenter at HerDU	5-10 hours
Chair-Elect	• Assist the Chair in performing her leadership responsibilities as appropriate • Preside over meetings in the Chair's absence • Oversee functions or activities sponsored by the WC • Chair the HerDU planning committee	5 hours (except during HerDU Planning when time will increase up to 10 hours)
Secretary	• Preside over meetings in the absence of the Chair and Chair-Elect. • Record the official minutes of each WC meeting and submit to WC Chair and Chair-Elect for review and approval, then communicate them to all WC members in a timely manner. • Record and archive all minutes, attendance, votes, and resolutions approved by the WC • Ensure all official communication channels (e.g., web site, listserv, etc.) are updated frequently.	2-4 hours
Treasurer	• Preside over meetings in the absence of the Chair, Chair-Elect. and Secretary. • Help create the annual WC budget and stay informed on the state of the budget. • Present funding requests for vote at WC meetings.	2 hours

APPENDIX A | WOMEN'S COALITION REORGANIZATION CAMPUS REPRESENTATIVES

Role	Duties	Monthly Time Commitment
Academic Unit Representative	• Participate in one committee • Represent the interests of those identifying as women in their unit • Attend quarterly meetings	1-4 hours
Business Unit Representative	• Participate in one committee • Represent the interests of those identifying as women in their unit • Attend quarterly meetings	1-4 hours
Student Organization Representatives	• Participate in one committee • Represent the interests of those identifying as women in their unit • Attend quarterly meetings	1-4 hours
Staff and Faculty Affinity Group Representatives	• Participate in one committee • Represent the interests of those identifying as women in their unit • Attend quarterly meetings	1-4 hours