

To: Members of the San Mateo County Commission on the Status of Women

From: Tanya Beat, Commission Director

Date: October 23, 2018

Subject: Director's Report

Update Only:

- State of the County: Wednesday, October 24 from 6:30-8:30pm in Burlingame:
<https://www.eventbrite.com/e/supervisor-dave-pine-state-of-the-county-2018-tickets-49706359058?utm-medium=discovery&utm-campaign=social&utm-content=attendeeshare&aff=escb&utm-source=cp&utm-term=listing>
- Domestic Violence Awareness Month: Support CORA by providing information about their services & programs to the community. The new Executive Director is Colsaria Henderson who brings tremendous experience from Santa Clara County.
- Transgender Day of Remembrance: Join the LGBTQ Commission, Pride Center, Pride Initiative, CORA for this event on **Tuesday, November 13** at the San Mateo Public Library from 5-7pm.
- Women's Hall of Fame digital Exhibit Reception: Half Moon Bay Library in November. Opportunity to gather the Coastside Honorees and have them share their stories.

Would the CSW prefer a weekend time or evening? Please bring your calendars so that we can select 2-3 options and I can reserve the Community Room in the HMB Library.

Action item:

- CSW Officer Elections: Linda Koelling and Anisha Weber have served two terms in their positions. It's time to elect new officers for 2019-2020. Please read over the job descriptions provided and be prepared to nominate yourself or another member for either position. *The actual election is scheduled for November's CSW Meeting.

Commission on the Status of Women of San Mateo County
Job Description - President

Estimated Monthly Time Commitment: 3-6 hours

Candidate should be in good standing with regard to fulfilling commission obligations.

1. Provide leadership in setting and fulfilling the goals of the Commission.
2. Set meeting agendas in collaboration with the CSW Director.
3. Chair scheduled Commission meetings.
4. Serve as a link between the Board of Supervisors and the Commission by meeting quarterly (or more frequently as needed) with Supervisor Groom and the CSW Director.
5. Represent the Commission as needed at County and community events including but not limited to: Hall of Fame Awards Ceremony and/or Women's Conference (March), accept resolutions at BOS for Women's History Month (March) Pay Equity Day (April), Women's Health Week/Month (May), Women's Equality Day (August).
6. Coordinate reports to the Board of Supervisors by writing annual report and other reports as needed in collaboration with the CSW Director.
7. Present the Commission annual report to the Board of Supervisors (March).
8. Coordinate the annual retreat and development of the work plan in collaboration with the CSW Director.
9. Convene monthly meetings of the Executive Committee (President, VP, Immediate Past President) with the CSW Director.
10. Communicate with individual Commissioners about challenges that arise, as necessary.
11. Participate on the selection panel with two members of the Board of Supervisors to select new Commissioners.
12. Participate in a New Commissioner's Orientation with the Commission Director and new commissioners.
13. Coordinate collaboratively with the CSW Director by communicating regularly via telephone, email and meeting in person.

Commission on the Status of Women of San Mateo County
Job Description – Vice President

Estimated monthly time commitment: 2-3 hours

Candidate should be in good standing with regard to fulfilling commission obligations.

1. The Vice-President shall assist and work with the President in the above activities.
2. The Vice-President will fulfill the duties of the President when the President is unable to do so.