

# **Women's Commission 2013 WORK PLAN**

*The City of Fort Collins Women's Commission promotes decisions and actions that address the needs and positively impact women in our community. We do this by listening to the voice of women, advising city council, promoting community events, and educating ourselves and others about safety, health and poverty.*

## **INTRODUCTION**

For the year 2013, the Fort Collins Women's Commission will continue to focus its efforts on three key areas affecting women in Fort Collins: Poverty, Health, and Safety. The Commission is focused on becoming a stronger voice to the City Council and the community on behalf of the women of Fort Collins.

## **GOALS**

The Women's Commission has established the following goals for 2013:

[1] Review and capitalize on the research available from existing sources to provide a picture of the status of women in the community. These sources include, but are not limited to, the Shriver Report, updates from the National Association of Commissions on Women, Larimer County's Pathways Past Poverty research, Larimer County Compass website, and information from local agencies and organizations. By utilizing these credible resources and communicating key data, stories and pictures about women to the decision makers and movers, we seek to engage the community, foster dialogue and create the forums and synergies necessary for problem solving.

[2] Bring to the attention of City Council and identify and utilize key events/media outlets in the community where the materials and messages of the Women's Commission can be effectively communicated and leveraged.

[3] Continue to develop and leverage relationships with other City of Fort Collins' boards and commissions around issues that impact the key focus areas of the women's commission, i.e. – presentation of the the *Marcile N. Wood Award* at the HRC's annual awards breakfast and collaboration meetings .

## **ANNUAL COMMISSION ACTIVITIES**

- Attending and presenting material at City Council meetings
- Organizing collaboration meetings with other Boards and Commissions

- Produce written materials related to annual goals which will be available in both electronic and paper form
- Work with local media to highlight events and emerging relevant topics
- Participate in and/or arrange community events that highlight issues pertinent to women in Fort Collins. (The *Marcile N. Wood Award* will be presented at the HRC's annual awards breakfast)
- Create collaborative relationships with individuals and entities who address the community's issues of poverty, health, and safety
- Identify and reach out to community experts and resources to inform the work of the women's commission
- Professional development and training for Women's Commission members
- Quarterly evaluations of progress
- Participate in city budget discussions as appropriate

### **COMMISSION LIAISONS**

*Relationship with City Council* – Track the Council's policy agenda and, in the Commission's advisory role, provide information and appropriate comments to the City Council on issues of information gathered by the commission.

Develop and strengthen relationships with community organizations and groups that focus on women in the community - including Colorado State University, local non-profit groups, and others.

### **GENERAL TIMELINE**

#### ***January:***

- Approve the 2012 Annual Report to be presented to the City Council by the end of the month.
- Set up the 2013 Commission Retreat for February
- Work collaboratively with Board and Commission members on Board and Commission effectiveness groups
- Assign development of the March proclamations - *International Women's Day* (March 8, 2013) and *Women's History Month*
- Assign development of *Equal Pay Day* Proclamation (April)
- Schedule meeting with City Council liaison

#### ***February:***

- Annual Retreat
- Discuss Affordable Care Act/Health Exchange community event
- Discuss plans for *Take Back the Night* participation and support (April).
- Discuss ways to collaborate with other Senior Advisory Board for Older Americans Month (May)
- Assign development of *Equal Pay Day* Proclamation (April)

- Approve the March proclamations; confirm attendance to receive the proclamation (March 5, 2013).
- Collaborate with HRC in preparation for their annual awards breakfast
  - *Marcile N. Wood Award* application and selection process

***March:***

- Schedule the year based on information from the February Retreat – review and confirm subcommittee assignments
- Explore publicity options for promoting events, winners, and honoring women within the community at large
- Approve *Equal Pay Day* Proclamation; confirm attendance to receive the proclamation in April
- Attend City Council meeting for *International Women’s Day* and *Women’s History Month* proclamations
- Assign development of *Women’s Health Week* Proclamation (May)
- Assign development of *Women’s Equality Day* Proclamation (July)
- Quarterly evaluation of progress

***April:***

- Approve the *Women’s Wellness Week* proclamation; confirm attendance to receive the proclamation in May
- Attend City Council meeting for *Equal Pay Day* proclamation
- Support the HRC Award breakfast; present the *Marcile N. Wood Award*

***May:***

- Attend City Council meeting to receive the *Women’s Wellness Week* proclamation
- Assign development of the *Women’s Equality Day* proclamation
- Review City Council retreat outcome and six month planning calendar
- Quarterly evaluations of progress

***June:***

- Participate in Four Year Review of Commission
- Planning as determined by the Commission – review rest of 2013 and make adjustments as necessary
- Approve the *Women’s Equality Day* proclamation; confirm attendance to receive the proclamation in July
- Discuss participation in Pride in the Park

***July/August:***

- Attend City Council meeting to receive the *Women’s Equality Day* proclamation

***September:***

- Review subcommittee assignments
- Begin working on 2014 Work Plan.
- Quarterly evaluations of progress

***October:***

- Review draft 2014 Work Plan
- Work collaboratively with Board and Commission members on Board and Commission effectiveness groups

***November:***

- Approve 2014 Work Plan; submit to Clerk's Office.
- Plan December activity to review the year and celebrate any outgoing Commission members

***December:***

- Begin working on 2012 Annual Report
- Quarterly evaluations of progress
- Celebration