

## **East Shore Unitarian Church Women Helping Women Charter**

### **Section A: Name**

1. What is the name of your group?
  - The name of the group is Women Helping Women (WHW).

### **Section B: Purpose**

1. What is the purpose of your group?
  - The purpose of Women Helping Women is to enhance the lives of girls and women, both locally and globally.
2. How is your work related to one or more of our Unitarian Universalist Seven Principles? They are listed in the Overview Section above.
  - Women Helping Women affirms the belief that we exist in an interdependent web of all existence, so we strive to treat every person with inherent worth and dignity. The focus of WHW is to reach out to women and girls who are often the most vulnerable population in order to address the lack of respect and human rights they often endure. This focus reflects the UU belief that peace, liberty, and justice are attainable for all.
3. How does your group connect with East Shore's Mission and Vision? Please see the Mission listed in the Overview Section above. The full Vision based on the Mission can be found at [www.esuc.org](http://www.esuc.org) under Governance and Bylaws.
  - Practice Love: WHW promotes service as our prayer by following the church covenant in our work with East Shore members, UUSC, our local community, and the global community. WHW members engage in various "hands on" activities, such as cooking food for Sophia Way. It also engages in larger support efforts by organizing and promoting fundraisers for organizations that aid women and girls in other countries.
  - Explore Spirituality: Social Justice is the focus of the work that WHW promotes. In doing so, we reflect on the best possible avenue for our work so that we can promote action through the UU spiritual values of love, respect, and dignity of all.
  - Build Community: WHW supports local organizations, such as Sophia Way, that have been a part of the group's mission to enhance opportunities for girls and women. It also works to build bridges with women and girls through organizations that have been vetted by UUSC so that we can impact global communities in need.

- Promote Justice: Striving to implement social justice work through outreach to the local and global community, WHW connects collaboratively with local and global organizations. We organize our outreach efforts by responding to the needs a particular community has identified.
4. In order to intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? If not, please develop one this year. The Right Relations Committee will assist you as needed.
- WHW does not have an agreed upon set of Right Relations guidelines. We plan to create one during the 2018 - 19 year.
5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals.

WHW will strive to engage in activities that:

- Support East Shore's development as an anti-racist community.
- Contribute to East Shore's visibility as a hub of earth and social justice activities.

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

Our specific goals for 2018 – 2019 will be to:

- Continue to provide our monthly meals for the Sophia Way women and additional projects, such as providing Hospitality baskets for women moving into independent housing.
- Renew our agreement with the local Title 1 (low income) school, Lake Hills Elementary, to provide one-on-one tutors and various other projects such as book drives, paying off lunch debts, etc.
- Partner with MAPS and other local groups on various joint projects.
- Determine and promote a fundraiser for a global project.
- Implement other projects as needs become apparent.
- Improve communications related to ESJ within East Shore
- Engage with groups outside of East Shore

Impact:

WHW will measure the impact of each of its goals through various methods, including:

- WHW expects the overall impact of each of our goals to include the improved well-being of the women and children we serve as result of feeling supported by the activities we perform
- WHW anticipates that improved communications at East Shore may increase interest in our activities and more volunteers

- WHW also anticipates that improved engagement beyond East Shore may result in increased attendance and volunteers at our events as well as increased interest in East Shore itself

**Evaluations:**

WHW will measure the result of each of its goals through various methods, including:

- Totaling the number of volunteers who prepare the meals as well as the actual number of meals. Totaling the number of baskets for Sophia Way. Eliciting verbal feedback from Sophia Way staff about the meals and baskets we provide
- Discussing the tutoring program and volunteer efforts with the principle and teachers at Lake Hills Elementary School
- Debriefing sessions after each fundraising event we hold to discuss the effectiveness of our efforts
- Creating a list of communication efforts and discussing ways to improve these efforts, both internally and outside East Shore.

**Section C: Group Structure, Leadership & Decision-Making**

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

- WHW is a Ministry Team within East Shore's organizational structure. Laurie Wick has been the chair of WHW since its beginning. Susan Morrison also provided co-leadership for a number of years. Lynn Roesch is now the co-lead with Laurie. The Steering Team consists of five members, each taking the lead for one of our major projects. We will meet at least twice/year, once in the Fall to set our goals and once in the Spring to assess how we are doing. We have approximately 125 members, who are given multiple opportunities to participate in the various projects.
- WHW works in partnership with the Earth and Social Justice Council and the Minister.
- Our staff liaison is Rev. Steve Furrer.

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members?

- The minimum number of members on the shall be five. We do not have a maximum number. Current members of the WHW Steering Committee are Laurie Wick, Lynn Roesch, Kirstie Lewis, JoAnne Way, and Marilyn Mayers.

3. What are the leadership roles and responsibilities within your group?

- The CoChairs of the WHW Steering Committee are Laurie Wick and Lynn Roesch, Kirstie Lewis heads the Lake Hills Elementary project, JoAnne Way

heads the Sophia Way project, and Marilyn Mayers is a member-at-large. Laurie Wick maintains an active email update with the approximately 125 members WHW members so they are aware of various activities to be involved with.

4. How are leaders determined, and what are their term limits? Committees, please explain any differences from the term limits recommended in the Overview Section above.

- Laurie Wick has consistently provided WHW with ongoing Chair leadership. Chair term limits will be 3 years, staggered, starting with the 2017 - 2018 charter. Co-chairs will also stagger their terms. The other WHW Steering Committee roles are determined by interested WHW members in conversation with the Steering Committee. Term limits for these leaders will be also be three years. Past leaders can return to leadership roles after at least one year. New leaders will be chosen using the decision-making process described below.

5. What, if any, are the term limits for your members? Committees please explain any differences from the term limits recommended in the Overview Section above.

No differences from #4 above.

6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?

- Based on our belief in the democratic principles, WHW follow a consensus and collaborative model of governing. When 100% consensus cannot be reached a majority vote will be used. Our decisions are made by consensus. Email votes are allowed.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

Minutes from the Planning Team are taken at each meeting. The various members maintain their own records.

Fiscal records are maintained by the ESUC bookkeeper.

8. How are members recruited and oriented to your team?

- All East Shore women and girls are eligible to become members of WHW

- They are recruited through church communications, Women's Perspective meeting announcements, announcements at specific events, and word of mouth.
- They are oriented by regular email communications about the group's volunteer opportunities, attending events and participating in programs, and mentoring of current and past leaders.

9. What, if any, qualifications are required for membership or leadership?

- The only requirement for WHW membership is that you are female. We recognize the limiting definition of this term and are exploring options. Leadership requirements include an interest in issues that impact women and girls, participation in WHW and/or Women's Perspective activities, availability for meetings as scheduled, and an interest in promoting WHW activities at East Shore and the wider community.

10. How does your group communicate and collaborate with the larger East Shore community?

- From its beginning, WHW has operated as the social justice "arm" of Women's Perspective (WP). Even though we now have our own charter, we are looking forward to continuing our relationship with WP. We have partnered with the ANSWER group. We work closely with the ESJCC. We will keep the lines of communication open to act in Right Relationship with all in the congregation.
- We publicize our events in all the various Communications at East Shore.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

- The Co-Chair, Laurie Wick, is authorized to approve communications. As Co-Chair, Lynn Roesch, is the back-up person authorized to approve communications.

12. What types of decisions is your group authorized to make?

- WHW is authorized to make decisions that adhere to East Shore's Bylaws, Board Policies, and Staff Leadership. These decisions include issues such as what programs the group should support, how to spend the budget, and how to communicate with members, other parts of the church, and the larger community.

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

- WHW does not make recommendations outside its membership.
14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

WHW does not plan to sponsor any outside groups this year. If the Planning Team does receive a request, we will determine if it meets our mission and, if so, discuss it with other WHW members. If we decide to sponsor an outside group, we will then discuss it with Jason Puracal, Executive Director, and Dianne Upton, Facilities Manager.

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?
- It is expected that this will be an ongoing group in our congregational life.

#### **Section D: Finances**

1. Will your group present a budget proposal to the Budget Team next year?
- WHW will present a budget proposal on behalf of itself for activities including but not limited to Sophia Way, the Friendship Dinner, and a global fundraiser.
2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?
- If the Operating Fund is unable to fund the full amount of our budget request, WHW will solicit donations from its members.
3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."
- We collaborate with women from various Muslim organizations in our area, such as MAPS, to plan and implement our fundraising efforts for a global project.
4. What kind of decision process exists for how money is used?
- In general, expenditures would be guided by the group's budget, and specific decisions about expenditures will be made by the Steering Committee using the decision-making process described above.

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?
  - Co-Chair Laurie Wick is authorized to approve team expenses.
  
6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?
  - WHW does not currently need a Prudent Reserve.

Initial Board Approval: May 16, 2017