



Gender  
Equity in  
Museums  
Movement

## **GEMM Steering Committee Job Description**

The GEMM Steering Committee will be comprised of no more than 10 individuals representing a cross-section of the museum community who are committed to workplace gender equity education and advocacy and its place in the broader intersectional discussion. Steering Committee members will provide strategic direction for GEMM and champion its work.

### **Responsibilities for Steering Committee members**

#### **Guidance, Vision, and Oversight**

- Develop and refine a strategic plan and/or annual work plan, including, goal(s), and guiding principles
- Use data to inform strategy development, position papers, and ongoing learning
- Track progress of Committee and working groups using agreed-upon indicators
- Maintain connections with working groups to ensure coordination and efficiency
- Interact with working groups on strategy, community engagement, and shared measurement

#### **Leadership**

- Consider needs of all working groups and their alignment with the GEMM strategic plan and/or annual work plan
- Serve as a vocal champion of the collective impact effort of GEMM and allied coalitions and associations

#### **Process**

- Participate in regularly scheduled meetings (every month)
- Participate in shared leadership of the Committee, co-facilitating meetings on a rotating basis
- Review materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue
- Take responsibility for chairing or co-chairing one working group
- Commit to year-long participation in the Steering Committee

*Approved by the GEMM Steering Committee December 2018*