

July 17, 2007

POLICIES FOR GENERATING ADVOCACY DOCUMENTS AND AWIS POSITION PAPERS

All AWIS policy papers and position statements must be approved by the AWIS National Board. They are developed by the Advocacy and Public Education Committee and come from that committee to the Board for consideration and approval. The Board may revise, reject, or revisit any proposed statements.

INTERNAL REQUESTS:

Requests for development of AWIS policy papers and position statements may originate with the Board, the Advocacy and Public Education Committee, or AWIS members. Requests should be sent to the AWIS Executive Director (ED) or to the chair of the Advocacy and Public Education Committee.

Development of draft documents will be the responsibility of the members of the AWIS Advocacy and Public Education Committee, but statements only become official AWIS statements after approval by the Board.

PROCESS:

1. One member of the committee will assume the responsibility for drafting an outline of the contents of the proposed document with a mutually agreed upon deadline. If this is not done in a timely matter, the committee chair will ask another member to develop the draft outline. This outline shall be transmitted by the chair to all committee members for review and proposed revision.

If no committee member accepts the responsibility for drafting an outline, the proposal will be returned to the AWIS ED with a notation indicating whether this was due to a) consensus that the topic was not sufficiently important; b) lack of committee expertise and/or recommendation that an outside professional be hired to prepare the document; or c) inability of committee members to devote time to the project. The ED will then consult with the AWIS Executive Committee on the disposition of the rejected topics.

2. After a content outline is accepted by the committee, the lead committee member will assume responsibility for drafting the text of the document. It is anticipated that, whenever possible, AWIS staff will arrange for interns to provide assistance on needed research.

3. The completed draft will be submitted to committee members for review and proposed revisions to be submitted by a mutually agreed upon deadline. If no suggested revisions are received by the deadline, the chair will assume that the document is acceptable as drafted and will transmit it to the ED for distribution to members of the AWIS National Board for comment and suggestions.

4. If no suggestions for revision are received from AWIS Board members within 3 weeks, the ED will assume that the document is acceptable for public distribution and posting on the AWIS website. If any member of the AWIS board requests substantive changes the draft document will be further discussed by members of the Advocacy and Public Education committee and Board members. If greater than 25% of the Board members oppose posting the document as drafted, it will be deemed that the Board has not reached consensus and the document will be returned to committee.

EXTERNAL REQUESTS:

1. Requests from other organizations may range from signing a document that is already prepared to providing input during the development of statements. Signing on to these documents will convey that AWIS as an organization supports the message and text contained in the document, and will normally require AWIS National Board approval. In cases in which the request is time-sensitive, it will be promptly transmitted by the Executive Director to members of the AWIS National Board for their consideration. The AWIS Executive Committee, in consultation with the chair of the Advocacy and Public Education Committee will then reach a decision.
2. All actions in which AWIS participates as a signatory will be posted on the AWIS website to inform the general membership of AWIS.