

# COMMITTEE CHARTER

June 2025

SheLeadsGov is an ICMA initiative aimed at promoting gender equality. It provides career resources and a platform for women in the local government management profession to network. The SheLeadsGov Committee was established by the ICMA Executive Board in 2023 to advise ICMA on how to best promote programs that support, encourage and prepare future and current women leaders of all backgrounds for professional positions in local governments.

## BACKGROUND

- The creation of the SheLeadsGov (SLG) Committee fulfilled a recommendation of the 2013 Task Force on Women in the Profession and the 2014 Task Force on Strengthening Inclusiveness in the Profession, to focus on and work to mitigate the effects of gender bias in the profession and ensure that ICMA membership is inclusive and mirrors the diversity of the communities served.

## PURPOSE AND GOALS

- Provide mentorship and networking opportunities for women in local government
- Attract women to local government leadership and support women in leadership roles
- Provide leadership opportunities for women which will help create a pipeline to ICMA leadership roles
- Support ICMA members in identifying and addressing gender disparities in local government
- Guide best in class gender-balance initiatives that produce information, resources, and programs to support women in the profession

## DELEGATED AUTHORITY

The committee has the following delegated authority from the ICMA Executive Board, relative to achieving its purpose and goals:

- Reach out to women's organizations to promote ICMA content and engagement in programs
- Reach out to women's organizations to identify content for inclusion on the SheLeadsGov website
- Generate discussion in LinkedIn group to foster engagement from women in the profession

## SCOPE OF WORK

To support the Executive Board's vision for the committee, SLG Committee Members focus on the following key tasks in support of the Committee's purpose and goals:

- Assist with SLG-focused sessions and content at ICMA conferences and events
- Provide a gender lens to the selection of conference sessions through appointment to the Conference Education Committee

- Author articles for PM Magazine and the ICMA Blog
- Develop one women-focused resource for members each year—examples could include guidebooks, toolkits, white papers and similar content
- Develop tools for fostering mentoring and networking connections such as virtual meetups and social media groups
- Identify members to serve on the Regional Nominating Committees for the ICMA Executive Board as directed by the ICMA Executive Board

## **THE COMMITTEE**

- The SheLeadsGov Committee was approved by the ICMA Executive Board in December 2023 and the initial committee members were appointed by the ICMA President-Elect Tanya Ange in June 2024. There are 25 members who serve for a three-year term. The Committee leadership, consisting of two co-chairs and two co-vice-chairs was appointed at the same time for a one-year term.
- Committee Members collaborate with others who are interested in the goals of the SheLeadsGov Initiative and work with ICMA Staff through a designed Committee Liaison.

## **COMMITMENT**

- Participation in this committee represents a commitment of time from committee members to:
- Attend meetings and support the implementation of activities in the scope of work
- Abide by the purpose and goals of the committee
- Build collaborative relationships with other women-focused organizations that align with the purpose of ICMA's SheLeadsGov initiative. Some examples include promotion of SheLeadsGov events and resources to other women-focused organizations, speaking opportunities and written content contributions as appropriate
- Work with other ICMA committees and/or programs as related to specific tasks

## **SUPPORT**

ICMA will provide a staff liaison for the SheLeadsGov Committee who will:

- Schedule and attend bimonthly Committee meetings
- Schedule and attend monthly meetings of Committee leadership
- Prepare preliminary agendas and collaborate with the Committee on the agenda
- Take notes to document discussions and action items/follow-up
- Coordinate and support an annual SheLeadsGov Virtual Forum and periodic SheLeadsGov webinars
- Maintain a dedicated SheLeadsGov website that provides links to external groups that align with the goals of the SheLeadsGov initiative
- Work with other ICMA staff members and committees to accomplish the SLG Committee's goals

## **SCHEDULE AND MEETING CADENCE**

- Full Committee meeting occurs every other month
- Committee leadership meeting occurs every month
- Committee members meet to work on projects as needed depending on assignments