

## **Draft structure/processes for LGBTQ+/SGM Subcommittee**

### **LGBTQ+/SGM Subcommittee Origins**

In 2016, the LGBTQ+/Sexual and Gender Minorities (SGM) Task Force was formed to address issues facing SGM individuals at Stanford University School of Medicine. The task force identified ongoing activities for the LGBTQ+ community at all constituency levels and brought in leading voices from these programs.

The result was the distribution of the first school-wide survey on SGM issues, a report of the responses, and a town hall meeting with the Dean. In addition, a pin with Stanford Medicine branding specifically for the LGBTQ+ community and allies was developed and has since been continually distributed. The task force determined that they would be most effective as an ongoing effort and evolved into the LGBTQ+/Sexual and Gender Minorities (SGM) Subcommittee: the first subcommittee of the Stanford Medicine Diversity Cabinet.

The subcommittee meets to discuss ongoing Stanford Medicine SGM efforts, such as: medical education curriculum; healthcare for the LGBTQ+ community; and seminars, trainings, and workshops representing the latest research relevant to the LGBTQ+ community. The subcommittee also spearheads new programs and events for the community, including the Stanford Medicine LGBTQ+ Forum.

### **LGBTQ+/SGM Subcommittee Overview**

The SGM Subcommittee is commissioned by the Stanford Medicine Diversity Cabinet, whose own authority is based on the Dean's charge and the Stanford Medicine Diversity Cabinet bylaws.

The **vision** of the SGM Subcommittee is to promote all SGM at Stanford Medicine (faculty, staff, students/trainees, patients, alumni) from acceptance to belonging.

The **mission** of the SGM subcommittee is to identify, support, design, and implement activities and initiatives across Stanford Medicine that promote the health and well-being of SGM community members through

- 1) recruiting faculty, staff, and students/trainees to Stanford Medicine that represent the SGM community;
- 2) promoting educational activities that inform members of Stanford Medicine of the specific clinical needs of the SGM community and strategies to address these needs;
- 3) fostering visibility of the SGM community at Stanford Medicine;
- 4) providing mentoring and support activities for members of the SGM community at Stanford Medicine.

### **LGBTQ+/SGM Subcommittee Structure**

Per the Stanford Medicine Diversity Cabinet bylaws, subcommittees are ongoing unless the subcommittee disbands or the Cabinet votes to disband it and/or approves to not reconvene a new group of individuals. This circumstance is predicted to occur only in extreme cases.

Chair and Chair-Elect: The subcommittee will have a chair and a chair-elect. The chair-elect will be chosen by the subcommittee members by a simple majority vote subject for approval by the Stanford Medicine Diversity Cabinet Chair. Upon serving a one-year term as chair-elect, the chair-elect will transition to the role of chair and serve another one-year term. The present chair, upon being replaced by the chair-elect after their first-year term, will term out and may assume a subcommittee membership role. Chairs and chair-elects are not required to be Stanford Medicine Diversity Cabinet members. Previous chairs can run for the position again two years after their chair term ends.

*Chair and Chair-Elect responsibilities: Leading monthly meetings and reaching out to members for updates on ongoing agenda items. Creating agendas for monthly meetings. Coordinating and facilitating activities of the members. Reporting to the Stanford Medicine Diversity Cabinet. Sharing agendas and meeting notes and any other documentation to the Stanford Medicine Diversity Cabinet Chair upon request. Responsibilities will be shared between the chair and chair-elect.*

Communications: The subcommittee will have a communications team. The communications team will be chosen by the subcommittee members on an annual basis for a one-year term by a simple majority vote.

*Communications team responsibilities: Logistical coordination of meetings (dates, times, location, web-based/dial-in platforms). Taking notes during meetings and sending notes to the subcommittee. Working with chair(s) to develop meeting agenda based on previous meeting notes. Building and maintaining an ongoing social media presence, e.g. Twitter, Instagram, Facebook, to advertise and promote activities and initiatives.*

Fundraiser/Treasurer: The subcommittee will have a fundraiser/treasurer and, if needed, co-fundraisers/co-treasurers.

*Fundraiser/Treasurer responsibilities: Raising funds for subcommittee activities. This role primarily focuses on fundraising for the annual LGBTQ+ Forum and works with the Forum co-chairs to do so. Monitoring committee finances and coordinating payments/transfer of funds relating to committee activities & events.*

Members: Members of the subcommittee represent the various groups where SGM reside in Stanford Medicine including: faculty, staff, residents/fellows, postdocs, medical students, graduate students, alumni, and hospital employees. Upon approval of the bylaws, existing members of the subcommittee will have the option to continue their membership for a two-year term. All terms are in relation to academic years.

Ideally a representative from each of these groups would be members on an ongoing or annual basis and present at all meetings. Members have the option to appoint alternates that may attend meetings in their absence. Only members of the subcommittee have voting rights. At least two members on the subcommittee must be on the Stanford Medicine Diversity Cabinet. Members will be selected from the following affinity groups, with no more than two individuals per group with the exception of Faculty and Staff, and the subcommittee will aim for broad representation across the LGBTQ+ spectrum as follows:

Faculty: LGBTQ+ Faculty Networking Group, or in the interest of another constituency, for two-year term (The subcommittee strives for inclusion across all faculty ranks including Clinical Educators and Assistant Professors.)

SoM Staff: Human Resources Group (SoM Staff), or in the interest of another constituency, for two-year term

LPCH Employee: HR DEI (LPCH Staff), or in the interest of the patient population, for two-year term

SHC Employee: PRIDE Employee Resource Group (SHC staff), or in the interest of the patient population, for two-year term

Resident: GME Diversity Committee for a maximum of a two-year term (designated by the GME Diversity Committee)

Postdoc: LGBTQ+ Postdocs for a maximum of a two-year term (designated by LGBTQ+ Postdocs)

Medical Student: LGBTQ+ Meds for one-year term (designated by LGBTQ+ Meds)

Graduate Student: BioAIMS for one-year term (designated by BioAIMS)

Alumni: Stanford Medicine Alumni Association for one-year term

Each group identified will select members to serve on the subcommittee for their constituency. Membership terms can be extended for those individuals if the group selects them to continue to serve on the subcommittee.

Member responsibilities: Each member helps fundraise for, volunteer for, and/or participate in activities and initiatives (see **Expected annual activities and initiatives** below) related to the SGM community across Stanford Medicine. Specific activities include: attendance at meetings and retreats; soliciting input from their constituencies as to SGM needs; identifying and undertaking projects to address identified needs by the subcommittee; and help guide and implement subcommittee annual activities and initiatives.

Mechanism for new memberships:

Nominations Committee: The subcommittee will have a nominations committee for new member recruitment. Members of the nominations committee will be chosen by the subcommittee members to serve three-year terms, with a maximum of two terms total, by a simple majority vote.

Nominations Committee responsibilities: Overall, to recruit new members for the subcommittee from varying constituency groups. Collate, review, and confirm acceptance of nominations, and put forward a slate of confirmed candidates to the subcommittee for voting. Relay responsibilities and role requirements to new members. Self-nominations will be accepted by the nominations committee. A simple majority vote is needed to elect new members.

**Expected annual activities and initiatives (subject to change):**

Stanford Medicine LGBTQ+ Forum (in partnership with OFDD)

SF PRIDE, SV PRIDE, East Bay PRIDE (in partnership with PRIDE ERG)

SOGI education and curriculum updates (in partnership with Medical Education)

SOGI trainings (in partnership with SHC and LPCH)

SGM recruitment (in partnership with admissions and search committees)

LGBTQ+ Faculty Networking Reception (in partnership with OFDD)

OUTlist/ALLYlist (maintained by OFDD)

Pronouns on CAP profiles (in partnership with Stanford University)

All-gender restrooms (in partnership with Gender Inclusive Stanford)

Stanford Medicine LGBTQ+ resources website (hosted by OFDD)

Retreat (for evaluation and planning) on a need's basis

### **Bylaws Approval and Revision**

The Bylaws are approved with a supermajority, or 60%, vote of the total membership.

The Bylaws may be amended by a supermajority, or 60%, vote of the total membership.