



July 2024 - July 2026 Work Plan
Adopted on July 16, 2024

Table of Contents

A. Process Recap.....	1
B. Caucus’s Mission & Vision.....	2
C. Purpose of Women’s Caucus – Focus.....	3
D. Two-Year Goals.....	4
• <i>Goal 1</i>	5
• <i>Goal 2</i>	5
• <i>Goal 3</i>	6
• <i>Goal 4</i>	6

Process Recap

On June 7, 2024 the Board of Directors (Board) for the League of Oregon Cities' Women's Caucus (Caucus) participated in a multi-hour meeting, the purpose of which was to develop a work plan to identify the Caucus's activities between July 2024 through July 2026. The purpose of the meeting, and subsequent development of a multi-year work plan, were twofold. First, for the Board to move forward with common goals and purposes. Second, for members, and local government elected women officials interested in becoming Caucus members, to clearly see the benefit of membership with the Caucus. The League of Oregon Cities (LOC), in support of its own commitment to diversity, equity, inclusion, and accessibility, facilitated the development of the work plan at no cost to the Caucus.

In preparation for the June 7, 2024 work plan development, representatives from the LOC reviewed the Caucus's governing documents and its previously created content (including W.E. Talks, mixers, and podcasts). Additionally, LOC staff members, specifically Executive Director Patty Mulvihill and Member Engagement Director Lisa Trevino, conducted one-on-one interviews with Board members to identify their reasons for joining the Caucus, where the Caucus is succeeding, where there is room for improvement and the goals they would like to see achieved in the next two years. The purpose of this preliminary research was to provide the LOC staff with the proper perspective on where the Caucus and its Board presently stand, its current challenges, and the stated needs of the membership.

The work plan was generally developed during a virtual meeting of the Board held on June 7, 2024. This meeting lasted for several hours, included a robust discussion and debate, and concluded with the development of a draft two-year work plan. The work plan is the result of a consensus-driven process whereby the Board recommitted itself to the Caucus's purposes and identified goals, with a recognition of and respect for Board members' needs and capacities.

Caucus's Vision and Mission Statements

Vision Statement

Every woman pursuing or holding office in Oregon cities will excel in their leadership journey through finding peer support, education and inspiration in the LOC Women's Caucus.

Mission Statement

The LOC Women's Caucus supports Oregon women to succeed in municipal government positions as mayors and city councilors or commissioners.

Purpose of Women's Caucus – Focus

The purpose of the Women's Caucus, as stated in Article II of its Bylaws, is to:

- A. Promote positive and effective relationships among women city officials, their communities, political leaders, and the LOC.
- B. Build and increase capacity of women to engage in and serve in local government.
- C. Serve as a resource to the LOC Board in the formulation of its policy agenda.
- D. Equip and advance women city officials to serve in positions of leadership on the LOC; and
- E. Support, encourage and highlight the successes of women city officials.

As a newer organization, the Caucus Board members recognized that focusing attention on all five purposes, given staffing, time, and resource limitations, is unrealistic and will detrimentally divide the Board's focus from providing meaningful products and services to the overall membership. After careful consideration of all relevant factors, the Board, during its meeting on June 7, committed to always respecting and honoring all five purposes of the Caucus, but that for the next two years, the fourth purpose, "equip and advance women to serve in LOC leadership" will be less of a priority than the other four purposes.

Two-Year Goals

The Board has identified four distinct goals that it will achieve in the next two years, with each goal being identified as a strategic way to bring meaning and honor to four of the Caucus's five purposes. In identifying these four goals, the Board commits itself and the Caucus to providing members with needed and useful resources and programming – all of which have been identified as a way to continue proving the value of the Caucus to its members, the LOC, Oregon's 241 cities, and the residents and businesses who live and operate within those 241 cities.

Within each goal, the Board has identified specific initiatives to achieve. The initiatives are intended to ensure the established goals are met with something tangible and meaningful for Caucus members. In recognition of the personal, professional, and political obligations of Board members, the Work Plan itself does not contain specific calendar deadlines, rather, those specific deadlines will be left to the Board to develop in consultation with the Board and Caucus members who volunteer to assist in completing the initiatives and achieving the goals.

Details on the specific initiatives, the goals they support, and the organizational purpose they achieve are provided in more detail below, but generally, the goals include:

1. To create a nurturing and safe space for Caucus members to obtain needed networking resources, strategic ideas, and necessary tools to serve their cities while maintaining their own personal needs as women.
2. To increase support for Caucus members so that no female locally elected official in Oregon stands alone.
3. To increase membership in the Caucus so that more women can be easily engaged in local government while simultaneously contributing their experiences, knowledge, and insights to the LOC, particularly in the formulation of LOC's policy agenda.
4. To create tangible and valuable resources for Caucus members as a way to support their leadership roles at the city, regional, state, and national levels.

PROMOTE RELATIONSHIPS



To promote relationships among women city officials through support and encouragement, and by highlighting their successes.

GOAL 1. TO CREATE A NURTURING AND SAFE SPACE FOR CAUCUS MEMBERS SO THAT THEY CAN OBTAIN NEEDED NETWORKING RESOURCES, STRATEGIC IDEAS, AND NECESSARY TOOLS TO SERVE THEIR CITIES WHILE MAINTAINING THEIR OWN PERSONAL NEEDS AS WOMEN.

- Hold quarterly We Talks on issues that are relevant to the membership, with each We Talk beginning or ending with an open forum to discuss ideas or concerns.
- Encourage Board members to host informal quarterly meetings, either in-person or virtually.

GOAL 2. TO INCREASE SUPPORT FOR CAUCUS MEMBERS SO THAT NO FEMALE LOCALLY ELECTED OFFICIAL IN OREGON STANDS ALONE.

- Create a program or process during election season wherein women candidates can find support, ideas, and tips.
- Establish a process or program of highlighting the successes of Caucus members on the listserv and at in-person events.

BUILD & INCREASE CAPACITY



To build and increase the capacity of women engaged in local government, including serving as a resource to the LOC in the formulation of its policy agenda.

GOAL 3. TO INCREASE MEMBERSHIP IN THE CAUCUS SO THAT MORE WOMEN CAN BE EASILY ENGAGED IN LOCAL GOVERNMENT WHILE SIMULTANEOUSLY CONTRIBUTING THEIR EXPERIENCES, KNOWLEDGE, AND INSIGHTS TO THE LOC, PARTICULARLY IN THE FORMULATION OF LOC'S POLICY AGENDA AND IN PARTICIPATION ON STANDING LOC COMMITTEES.

- Identify one or two specific LOC policy priorities that members will champion during LOC's City Day at the Capitol event.
- Appoint a member to sit on each LOC committee.

GOAL 4. TO CREATE TANGIBLE AND VALUABLE RESOURCES FOR CAUCUS MEMBERS AS A WAY TO SUPPORT THEIR LEADERSHIP ROLES AT THE CITY, REGIONAL, STATE, AND NATIONAL LEVEL.

- Provide a training tutorial on how the Caucus listserv can and should be used.
- Each month, one member of the Board will commit to posting two things on the Caucus listserv.
- Create a resource page on the Caucus's webpage, with resources specifically supporting women elected officials.
- Sponsor and develop the content of one breakout session at each LOC conference.