**Agenda Template for Fall 2018 Local Caucus Meeting**

1. Welcome and Introductions
2. Sharing Experiences
   1. Why do you think your caucus is important for its members (women, faculty of color, or GLBTQ faculty)
   2. What experiences have you on your campus regarding your shared identities?
      1. Are these experiences campus-based or statewide?
      2. What goals can you derive from these experiences?
   3. What resources are needed to address the issues you’ve been experiencing? What resources are needed to accomplish the changes you’d like to see on your campus and in the local FA?
3. Resources
   1. How can the IFO support your caucus?
   2. What other resources do you have available to you?
4. Meeting Decision Making and Leadership

It is up to your caucus to decide how it wants to govern itself, but you should decide:

* 1. Do you want a chair or co chairs? If not, who will call and run meetings?
  2. Do you need other officers, like a secretary to take and send out notes?
  3. How will you run meetings? Do you want or need Roberts Rules?
  4. How will you make decisions? Vote or consensus?

1. Recruiting members
   1. Who’s included (just faculty in the identity group or allies as well)
   2. Are you happy with your first meeting turnout?

If you’d like to increase the number of active members in your group, how can you use your networks to have more members attend and become active next time?

1. Elections/Appointments

Think about what your criteria are for representatives of your group (all elected/appointed

representatives must be IFO members, or be willing to join)? What are your other

expectations for these representatives?

* 1. Who will represent your caucus in your Faculty Association/Senate?
  2. Who will represent your caucus in your Statewide IFO Equity Committee (Feminist Issues Committee/Faculty of Color Committee/GLBTQA Committee?
  3. Who will represent your caucus in your Statewide Caucus?

1. Meeting Logistics
   1. Meeting dates (the next one, or for the year)
   2. Meeting Location
2. Adjourn