



## Advisory Committee Creation Guidelines

An advisory committee can have many names (i.e. working group, policy committee, council, etc.) but is comprised of members who reflect all stakeholders needed to address a challenge. In the context of those addressing sexual violence and assault in the world of work, the goal would be to co-create a comprehensive response program that promotes a culture of prevention, safety, and support.

### Why Advisory Committees Matter

- They help you expand buy-in as well as a diversity of perspectives
- They provide a mechanism to demonstrate transparency and collaboration
- If they are not time limited, can be used to review feedback, assess improvements, and make recommendations

### Advisory Committee Mapping

- Who needs to be at your table?
- Some potential stakeholders to include management, legal, supervisors, union stewards, and HR.
- Take a moment to write your list of divisions or key positions you would want to include in the creation of your committee.

Divisions	Names	Classifications	Names
Leadership		Union Stewards	
Management		Non-supervisors	
Legal		Survivors (if they are open and able)	
HR		Other:	
Risk-Management			
Other:			

## Potential Working Group Tasks

- Assess Needs - Familiarize stakeholders with the goals and provide confidential opportunities for all to express their views, experiences, & needs.
- Draft & Customize Values Statements & Policies - All agencies have unique needs, & challenges. Strive to reach consensus that are tailored to identified needs.
- Access Technical Assistance - Consult Workplaces Respond for advice on best practices in developing policies, training practices, & resource materials.
- Build out Reporting Processes – Describe how survivors should file reports in ways that are trauma informed and provide safety and anonymity, as well as how to respond to harm doers.
- Develop Opportunities for Feedback from Survivors – Where possible, regularly request feedback and advice from survivors on how best to support their needs. All participation from survivors should be voluntary.
- Raise Awareness & Train - Take the lead on informing & training stakeholders on new or amended policies.
- Evaluate & Refine - Keep track of how the policy is impacting stakeholders & make adjustments as necessary.
- Address Additional Needs - Working Groups provide a great opportunity to organizational culture, conduct activities like & address other identified needs.

Questions? Reach out to [workplacesrespond@futureswithoutviolence.org](mailto:workplacesrespond@futureswithoutviolence.org).