

CITY OF MILWAUKEE EQUAL RIGHTS COMMISSION
Outreach & Education Committee Charge

Approved December 2019

The City of Milwaukee Equal Rights Commission Outreach & Education Committee is commissioned by and accountable to the Equal Rights Commission to: monitor and oversee the education and outreach strategies and activities of the ERC and to define, review, and recommend policies and practices concerning education and outreach efforts by the Equal Rights Commission and its bodies.

Responsibilities:

1. Set goals, objectives, strategies, and tactics that will advance the Commission's mission.
2. Create programs and partnerships that promote education and participation relevant to the Commission's mission.
3. Plan and implement community events that relate to the scope and work of the Commission.
4. Collaborate with the Communications Committee to disseminate messaging to various publics, community organizations, and City departments.
5. Identify target audiences to ensure appropriate message dissemination.
6. Assess community knowledge of the Commission and its work.
7. Respond to education and training requests about who we are, what we do, and how to use our resources.
8. Maintain an updated list of internal and external partners.
9. Build and maintain working relationships with peer governmental agencies.
10. Ensure tool kit is kept up-to-date through an annual review and updates as needed and apprise partners and peer governmental agencies of any changes.
11. Build appropriate committee composition relative to the needs of the committee.
12. Develop, review and recommend outreach and education policies to the Commission.