**R-Ladies New York Board Bylaws and Mission**

**Mission:** This group is a local chapter of the R-Ladies Global organization and open to all members with an interest in coding. The group is focused on increasing the representation of women in global R community through establishing local communities providing mentorship, collaborative learning & support.

**Board Membership Requirements:**  All Members shall attend at least half the board calls and meetings and help to plan one event a year. If you do plan on missing events or calls please do let us know ahead of time and pinging folks on slack in the nycorganizers channel.

**Board Meetings:** We have one 30-40 minute board call via conference every month. This is usually where we will discuss our event planning and other initiatives under way.

We also will have one in person board dinner once a quarter to keep the momentum going forward.

We will also aim to complete our community newsletter for publication by the end of our meetings. We collaborate on this in a file on our google drive and you can see the final newsletter here:

<https://www.meetup.com/rladies-newyork/messages/boards/>

**Guidelines:** If you are communicating on behalf of the board or conducting board business, we ask that you cc’ [nyc@rladies.org](mailto:nyc@rladies.org) on your emails.

**To access our email address:**

[webmail.rladies.org](http://webmail.rladies.org/)

I have shared the [nyc@rladies.org](mailto:nyc@rladies.org) username and password with all board members so that everyone can log in and read to get a sense for what’s happening. We discourage folks from using this email account to send email - it is only supposed to be a cc.

As lead (in this case it is Soumya), I have linked this account to my personal email so I can view the emails as they come in and respond to anything if I need to.

**How to use the email account:** This account is shared for informational purposes only. Do not send emails from the [nyc@rladies.org](mailto:nyc@rladies.org) account. Please make sure to continue to use your personal account when sending emails and only cc the [nyc@rladies.org](mailto:nyc@rladies.org) account so that everyone can remain up to date on what is happening.

**Twitter guidelines:**

All board members have been added as contributors to the @Rladiesnyc account on twitter. To access this you must login in to tweetdeck(<https://tweetdeck.twitter.com/>) using your twitter credentials and you will see a dashboard with all the twitter accounts you are associated with including @Rladiesnyc.

In addition, Here are some rules to follow as you begin tweeting and sharing posts with the community:

1. All tweets from @Rladiesnyc will be used to promote our meetup events and initiatives like mentoring (strictly rladies business).
2. Please be mindful to only like posts from other and your personal accounts that help bring the community together. We will not be using this to declare personal platforms. When it comes to larger policy issues we always defer to rladies global.
3. Please do use this to share useful information and help support other members of our community on twitter.

**Rladies NYC Website:** This website can currently be found at <https://www.rladiesnyc.org/>

Our github repo is here: <https://github.com/rladies-nyc>

**Website Management Rotations:**  We will all be sharing the responsibility of Webmaster through 6 month rotations. Ludmila has graciously offered to be our first webmaster until October 2019.