



THINGS YOU NEED TO KNOW ABOUT STARTING A GEMM CIRCLE

From GEMM, the Gender Equity in Museums
Movement

Use the **5 Things You Need to Know** for keeping the Gender Equity in Museums conversation going among your colleagues, in and out of museums. Share this resource with colleagues and friend and let GEMM know about your Circle activities!

- 1. Define the purpose and tone of the circle.** Let your circlers know the group meetings will be a fun, serious, and/or supportive way to talk about gender equity in museums.
- 2. What kinds of topics will we discuss?** Anything and everything: Workplace issues, careers, tips and techniques to handle workplace discrimination, family issues, etc.
- 3. What's an ideal size for a GEMM Circle?** 8 to 16 members are best: enough for a discussion if several are absent, but not so many that discussions become unwieldy. You can decide to grow the circle's size as needed.
- 4. How often, when, and where should we meet?** Every 4 to 6 weeks works best for most circles. Once you choose a schedule, try to stick with it. Whether weekday evenings or weekends, this will largely depend on the job/childcare schedules of your members. Some good meeting places are: homes, public libraries, religious facilities, local Y's, and restaurants.
- 5. How do we keep in touch?** Distribute a list of email addresses when you start the group and send out monthly meeting reminders. Keep in touch with GEMM by letting us know you're forming a group and what your circle is up to. If you can help us spread the equity word in your corner of the museum profession, we want to support your efforts!

BONUS Tip! We suggest you keep an informal record your circle's activity — this can be as simple notes distributed after each gathering; an online location for keeping track of issues you've discussed, brainstorm, workplace stories, and best advice. This also helps bring new members up to speed, but it's also a way to build an archive of issues and ways to successfully address them. GEMM might use your stories on the website.

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