



## BUREAU OF WOMEN'S AFFAIRS

LOURDES A. LEON GUERRERO  
*Governor of Guam*

JOSHUA F. TENORIO  
*Lieutenant Governor of Guam*

JAYNE T. FLORES  
*Director*

### Bureau of Women's Affairs Standard Operating Procedures (SOPs)

Updated November 17, 2021

The Bureau of Women's Affairs (BWA) was established within the Executive Branch of the Government of Guam by Public Law 21-23 in May 1991, in order to carry out the following duties and responsibilities:

- To formulate policies to eliminate gender discrimination throughout the government of Guam and the private sector;
- To study and make recommendations on issues of particular concern to women, and on widening the access of persons of both genders to all positions and aspects of the community;
- To review and submit recommended legislation to the Legislature addressing the gender inequities in current laws;
- To be responsible for closely monitoring issues and legislation relating to gender discrimination, and to advise the Governor and the Legislature of issues on such discrimination along with proposed recommendations for action; and
- To select representatives to attend national conventions and other forums where issues concerning gender discrimination are to be discussed and acted upon.

Executive Order No. 2009-04 placed the BWA under the supervision of the Guam Department of Labor. After going dormant for a period of several years, the BWA was restored within I Ufisinan I Maga'hagan Guahan by Maga'haga Lourdes A. Leon Guerrero by Executive Order No. 2019-07 on March 8, 2019.

### Organizational Structure

#### Employment Staff Procedures Job Descriptions

- **Director:** The BWA Director is appointed by the Governor with the advice and consent of the Legislature. The Director is responsible for executing daily operations of the BWA and managing BWA staff. The Director will also perform other duties as assigned in line with the duties and responsibilities of the BWA and I Ufisinan I Maga'hagan Guahan yan I Sigundon Maga'lahaen Guahan.
- **Staff:** The Director is authorized to employ clerical, technical and support staff to assist in carrying out the duties of the Bureau, in accordance with all Government of Guam employment procedures and policies.
  - **Staff Assistant:** The Staff Assistant conducts work related to various administrative and office tasks, such as:

- Assisting in the planning, organization, and execution of BWA programs and events.
  - Providing administrative, clerical, and executive support to the Director.
  - Performing various office tasks related to BWA operation, including but not limited to procurement, correspondence, etc.
  - Assisting in the review of provisions of various federal grants and aid programs to ensure compliance.
  - Performing other duties as assigned in line with the mission of the BWA and I Ufisinan I Maga'hagan Guahan yan I Sigundon Maga'lahren Guahan.
- Program Coordinator: The Program Coordinator conducts work related to planning, developing, implementing or coordinating existing federally funded and locally funded programs and projects. The roles and duties of the Program Coordinator include, but are not limited to:
- Participating in the development, implementation, and coordination of federally funded and locally funded programs.
  - Assisting in the review of provisions of various federal grants and aid programs to ensure compliance.
  - Participating in the organization, planning, and execution of community engagement and public outreach events.
  - Performing other duties as assigned in line with the mission of the BWA and I Ufisinan I Maga'hagan Guahan yan I Sigundon Maga'lahren Guahan.

The Bureau of Women's Affairs website page can be found at: <https://bwa.guam.gov/>  
(Website page is currently undergoing review and will soon be undergoing re-construction.)

The Bureau of Women's Affairs Facebook page can be found at  
<https://www.facebook.com/Guam-Bureau-of-Womens-Affairs-324926824832349/>