

EXECUTIVE

November 20, 1978

Dear Ms. Karmel:

I was delighted to learn that you have been designated to be a representative to the Interdepartmental Task Force on Women.

As you know, two representatives from each agency or department have been appointed to the Task Force -- one a policy level and the other a staff level representative. The policy representatives will meet approximately four times a year to give policy direction to the Task Force's work. In addition, they may occasionally be called upon to work with an ad hoc subgroup of the Task Force on issues of particular pertinence to the department or agency they represent. The staff level representatives will meet more frequently to carry out the work of the Task Force and will work within the departments and agencies on Task Force projects. Clearly, the policy and staff level representatives from each agency will need to work closely together and to coordinate their response to all Task Force initiatives.

We currently plan to hold our first meeting, a joint meeting of the policy level representatives and the staff level representatives, on December 5, 1978. We will notify you of the details of the meeting as soon as they are firm, but want to alert you to hold 11:00 a.m. for the first meeting.

In the meantime, if you have any questions about the Task Force, please contact Terry Saario, Acting Staff Director, (653-5406).

I will personally serve as the chair of the Task Force at President Carter's request. The President does have a great interest in women's issues and in our being able as a group to make some positive changes. I have high hopes that we will be able to serve the President and the women of this country well.

With best wishes,

Sincerely,

Sarah Weddington
Special Assistant
to the President

The Honorable Roberta S. Karmel
Commissioner
Securities and Exchange Commission
Washington, D. C. 20549