

# Out & Equal Seattle Regional Affiliate Charter

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VISION. Be the voice of the Employee Resource Groups (ERGs) in the Northwest and enable its members with opportunities to bring their whole self to work and grow their career by strengthening corporate LGBT employee resource groups.

MISSION AND GUIDING PRINCIPLES. The mission of the Out & Equal Seattle Regional Affiliate (“Affiliate”) is to champion an inclusive environment for all Pacific Northwest companies by fostering cross-company communication, sharing best practices, providing professional networking and development opportunities, and engaging in our communities. We will achieve this mission by:

1. Foster collaboration across Pacific Northwest companies by:
  - Engaging local Employee Resource Groups (“ERGs”) to provide best practices and resources such as employees, facilities, and corporate leadership.
  - Supporting emerging ERG development efforts by developing leaders, and providing tools and thought leadership.
2. Develop and maintain the “Toolkit”, a virtual library of best practices, case studies, and business cases. This resource will compliment any tools developed by Out & Equal national, such as the "ERG in a box" tool in development.
3. Engage executives, both LGBT and allies, to raise awareness of and increase support for ERG initiatives, share leadership best practices, enable networking amongst LGBT leaders, and develop individual leadership capabilities.
4. Raise awareness of key relevant issues that may impact the LBGT corporate community and mobilize our ERGs to take action and leverage our corporate strength and resources in the communities in which we operate.
5. Engage our elected officials on topics of importance to workplace equality and channel corporate feedback and proposed solutions

SCOPE. The Affiliate is comprised of members of Employee Resource Groups (“ERGs”) from across the Pacific Northwest. The Affiliate will accomplish its mission by primarily engaging in the following activities:

- Connect local ERGs.
- Engage LGBT corporate professionals and their allies.
- Educate business leaders.
- Support ERGs through training and thought leadership.

LEADERSHIP. The Affiliate is led by the Out & Equal Seattle Regional Affiliate Council (“Council”), which is comprised of one member from each ERG in the Seattle area. The Council is led by an executive board (“E-Board”) comprised of Council members who desire to have a great level of involvement by taking on additional responsibility.

ROLES AND RESPONSIBILITIES. To facilitate the execution of the Affiliate’s work, the following roles and responsibilities are established:

| Role           | Responsibilities  |
|----------------|---|
| <i>E-Board</i> | <p>All E-Board members are expected to perform the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Attend monthly E-Board meetings to be held in advance of monthly Council meetings</li> <li>• Develop a performance plan outlining the member’s programmatic objectives, aligned with the Affiliate’s overall objectives, for their term, action items/plan, and timeline for accomplishing these objectives</li> <li>• Maintain and update the performance plan throughout their term based on changing needs, achievements, and/or circumstances</li> <li>• Cultivate an interest in their work to attract volunteers when needed and to foster interest in their position for subsequent elections</li> </ul> |
| Chair          | <ul style="list-style-type: none"> <li>• Provide leadership, strategic vision, and oversight to the Affiliate</li> <li>• Liaise with Out &amp; Equal national organization</li> <li>• Require E-Board members to develop and submit, and the full board to approve, a written performance plan, and facilitate demonstrable progress toward completing the plan</li> </ul>  |

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|                          | <ul style="list-style-type: none"> <li>• Develop relationships with local ERG leaders and executive sponsors, and leverage these relationships to grow the Affiliate's membership and level of activity</li> <li>• Secure resources such as meeting space and corporate sponsorships (in-kind or in cash) to help E-Board members accomplish their programmatic objectives</li> </ul>   |
| Immediate Past Chair     | <ul style="list-style-type: none"> <li>• Provide advice and guidance to the Chair, including historical insight</li> <li>• Help the Chair develop relationships with Affiliate stakeholders and local leaders critical to realizing the Affiliate's mission</li> <li>• Attend Affiliate functions</li> </ul>  |
| Secretary                | <ul style="list-style-type: none"> <li>• Convene monthly E-Board and Council meetings</li> <li>• Maintain a record of E-Board and Council proceedings (e.g. Agendas, meeting minutes)</li> <li>• Maintain the E-Board and Council governance documents, membership list, and contact information</li> <li>• Maintain the Affiliate's Google Apps tool</li> </ul>  |
| Corporate Relations Lead | <ul style="list-style-type: none"> <li>• Serve as the Affiliate's primary contact with local companies</li> <li>• Develop relationships with local ERG leaders and executive sponsors, and meet with these individuals on a regular basis</li> <li>• Maintain a contact list for local ERGs, their leaders, and executive sponsors</li> <li>• Maintain a list of leading ERGs and help the Toolkit lead identify practices to be captured and shared with other ERGs.</li> <li>• Identify and track companies developing an ERG or similar employee engagement program, and develop a plan for how the Affiliate can support the company's efforts</li> <li>• Track the stance of local companies on issues important to LGBT workplace equality and develop/maintain and communicate thought leadership to communicate the Affiliate's point of view on these issues.</li> </ul> |
| Community Relations Lead | <ul style="list-style-type: none"> <li>• Serve as the Affiliate's primary contact with local community organizations (e.g. non-profit and advocacy organizations, and local governments)</li> <li>• Develop relationships with community organization leaders and meet with these</li> </ul>  |

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|                     | <ul style="list-style-type: none"> <li>individuals on a regular basis</li> <li>• Maintain a contact list for community leaders</li> <li>• Champion issues and initiatives of importance to local ERGs by working with community organizations, communicating with ERGs through the E-Board, and holding events as necessary</li> </ul>   |
| Program Lead        | <ul style="list-style-type: none"> <li>• Develop a series of programs to meet the educational and development needs of local ERGs and corporate professionals</li> <li>• Work with the other E-Board members to identify program topics</li> <li>• Develop program project plans and, leveraging volunteers from the Council and broader Affiliate membership, manage program planning to completion</li> <li>• Working with the Chair and Corporate Relations Lead, secure sponsorship to cover program expenses and other logistical needs</li> </ul>                          |
| Toolkit Lead        | <ul style="list-style-type: none"> <li>• Lead the creation of a collection of materials (“Toolkit”) that can be used by ERGs to grow and enhance their organization. The Toolkit shall include case studies, business cases, and program descriptions that communicate the value and best practices to implement LGBT-include programs and policies.</li> <li>• Work with the Communications Lead to develop communications seeking contributions to the Toolkit and announcing its availability</li> <li>• Actively update and seek new contributions to the Toolkit</li> </ul> |
| Communications Lead | <ul style="list-style-type: none"> <li>• Engage the local community by developing regular communications across mediums including email, Facebook, and the Out &amp; Equal website</li> <li>• Develop and grow the Affiliate mailing list</li> <li>• Create a regular Affiliate newsletter featuring Affiliate program announcements, news and best practices from local ERGs, and other topics of interest to Affiliate members</li> </ul>  |
| <i>Council</i>      |  |
| Council Member      | <ul style="list-style-type: none"> <li>• Attend monthly meetings. If the Council member is unable to attend a meeting,</li> </ul>  |

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|  | <p>they are expected to send a backup in their place.</p> <ul style="list-style-type: none"> <li>• Communicate Affiliate news and updates to their ERG and secure ERG support for Affiliate initiatives</li> <li>• Share their ERG's practices</li> <li>• Support Affiliate programs by attending events and encourage ERG members to participate</li> </ul> |
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MEMBERSHIP. Any member of an ERG may become a member by joining the Affiliate's mailing list, located at <http://www.outandequalseattle.org/join>.

Council members are selected by their ERG to serve a two year term. Each employer may select no more than one Council member, however ERGs are encouraged to select a backup Council member who will attend Council functions in the event their primary member is unavailable. E-Board members may invite their ERG's backup Council member to attend Council functions during their service on the E-Board to allow their ERG adequate representation, as members are expected to represent the Affiliate as a whole and not their ERG while serving on the E-Board.

E-Board members are elected by Council members to serve two year terms. Members may not consecutively serve in E-Board positions. Position elections are staggered, with the Chair and Events Lead elections held in odd number years and the remaining position elections held in even years. Should an E-Board member not fulfill their term, the Council will elect a replacement board member to serve out the remainder of the member's term. The replacement member is eligible to seek consecutive re-election to the position if their length of time in the remaining term is twelve months or less.

#### TEAM PROCESS MANAGEMENT

DECISION MAKING PROCEDURE. All Council members are encouraged to raise points of discussion and other ideas to the Council for consideration. These points may be communicated to the Council listserv ([council@outandequalseattle.org](mailto:council@outandequalseattle.org)), to an E-Board member, or to the E-Board Secretary. Depending on the time sensitivity of the point, it will be communicated by the Secretary to the E-Board for immediate consideration via email or added to the next E-Board agenda. Decisions will be made by a simple majority vote of the E-Board. The chair does not have a vote in decision making votes. Votes will be taken through the Google Apps site to facilitate electronic record keeping.

TEAM COMMUNICATION. The E-Board and Council will use the Affiliate's Google Apps tool to maintain the Affiliate calendar, communications, and documents. The E-Board Secretary is responsible for maintaining access to and organization of the tool.

MEETING FREQUENCY. The Council will meet monthly on the third Thursday of the month. The E-Board will meet monthly prior to the Council meeting a time determined to be convenient by E-Board members. General Affiliate meetings will be held at an interval and in a format determined to be appropriate by the Program Lead and agreed upon by the E-Board, but no less frequently than quarterly.

MEETING PRACTICE. To facilitate organized and productive meetings that respect the time of attendees, the following practices will be observed:

- All meetings will include a dial-in or similar remote participation technology

- Agendas and any background materials should be circulated to meeting attendees no later than 24 hours before the meeting
- Meetings will be started by defining the meeting's purpose and goals, and by appointing individuals to fill the roles of facilitator, note taker, and time keeper
- At the conclusion, the facilitator will end the meeting by summarizing action items and evaluating meeting outcomes
- The note taker will distribute meeting minutes within 2 business days

CHARTER REVISIONS. Changes to the charter may be proposed by any Affiliate member pursuant to the decision making procedure described above. Upon majority approval by the E-Board, changes must then be voted upon and approved by a simple majority of non-executive Council members.