



Washington State Employees' LGBTQ+ Business Resource Group



Rainbow Alliance & Inclusion Network Charter

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Rainbow Alliance & Inclusion Network Charter

Background:

The Rainbow Alliance & Inclusion Network, a Washington State Employee's Business Resource Group (RAIN BRG), established via Governor's Directive 16-11, is focused on advising and developing strategies for creating safe, diverse, and inclusive workplaces for our Lesbian, Gay, Bisexual, Transgender, Queer/Questioning and other diverse sexual orientation, gender identity, and gender expression groups (LGBTQ+) employees, allies, and customers in Washington State.

Mission:

The BRG exists to help Washington State create safe and inclusive workplaces where every LGBTQ+ employee can bring their full authentic self to work, enabling them to do their best work every day for the people of Washington. The BRG will provide resources and support to employees and the stakeholders serviced by state agencies.

Purpose:

- Advise and develop strategies for creating safe, diverse, and inclusive workplaces for both our LGBTQ+ employees and our customers.
- Identify best practices for employers and employees within agencies and institutions.
- Support a safe place initiative for public-facing offices to connect with emergency and related services.
- Work with the Governor's Policy Office and Office of Financial Management to develop and maintain a statewide safe place program.

Values:

- | | | |
|------------------------|--------------------|-------------------------|
| • Authenticity | • Courage | • Justice |
| • Communication | • Diversity | • Purpose-Driven |
| • Community | • Inclusion | |
| • Credibility | • Integrity | |

See Appendix C for definitions

Equal Opportunity Statement

The Rainbow Alliance & Inclusion Network (RAIN), Washington State Employees' LGBTQ+ Business Resource Group (BRG) is an equal opportunity resource group. RAIN does not discriminate on the basis of age, sex, sexual orientation, gender, gender identity/expression, marital status, race, color, national origin, religion, creed, military status, veteran status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.

We welcome all Washington State employees who identify as lesbian, gay, bisexual, transgender, queer, or other diverse sexual orientation, gender identity and gender expression groups, and their allies. RAIN encourages all members to bring their authentic selves to the BRG.

We encourage all interested members to pursue BRG leadership opportunities as they arise.

The BRG is governed by a Charter that outlines the group's membership, operational processes, and scope of activities.

The BRG does not act as an alternative employment mechanism for addressing employee grievances and operates in alignment with all related bargaining agreements, rules, and laws.

Article I: Membership

- 1) The BRG, established via Governor's Directive 16-11, membership is open to state employees, with continuous supervisory approval, who are interested in assisting with the advising and developing of strategies for creating safe, diverse, and inclusive workplaces for our LGBTQ+ employees and customers.
- 2) The Advisory Committee is comprised of:
 - a) Chairs
 - b) Subcommittee Chairs
 - c) Administrative Liaisons
 - d) Executive Sponsor
 - e) State Human Resources Representative(s)
- 3) Active Members
 - a) State employees who have attended at least one general membership meeting, respond to communications, and occasionally take responsibility for tasks for the BRG. These members assist with the advising and developing of strategies for creating safe, diverse, and inclusive workplaces for our LGBTQ+ employees and customers. Active members will be asked to vote and provide input on various topics as needed. To vote for elected positions, a member must have joined the BRG no later than the month of May preceding the vote. Active members that have not attended a meeting in a six month period will have their status of active membership changed to the Community at Large.
 - b) State leadership (e.g., agency directors, deputy directors, elected representatives, etc.) who express an interest in joining RAIN. State leadership is exempt from the attendance requirement of having to attend one meeting in a six month period to maintain active membership status.
- 4) Community at Large
 - a) Individuals who are interested in occasionally participating and would like to receive communications and updates on the BRG's progress.
 - b) Active members who have not attended a meeting in a six month period will have their status of active membership changed to the Community at Large.

Article II: Roles

- 5) Executive Sponsor
 - a) Provides executive level guidance and leadership to members of the BRG.
 - b) Acts as a champion for activities supported by the BRG by collaborating with other state agency leadership to foster their engagement and commitments of support.
 - c) Assists the BRG to identify and capitalize on available resources to complete the BRG action plan and activities.
- 6) State Human Resources Representative(s)
 - a) The primary role of RAIN's OFM Business Resource group Advisor is to provide guidance and consultation to elected leadership and serve as the principal administrative contact on behalf of OFM and State HR for external stakeholders.
 - b) Day to day management of the advisory committee and RAIN members, as well as overall organizational direction, remains the responsibility of elected leadership and the RAIN executive sponsor.
 - c) Roles and responsibilities shall include:
 - A. Attending monthly BRG meetings

- B. Actively participating in Executive Board or Advisory Committee meetings (2 hours/month)
- C. Providing policy guidance to group leadership and deliverables
- D. Advocating on behalf of BRG to State HR and OFM leadership
- E. Serving as conduit for executive sponsor to BRG, and BRG to executive sponsor
- F. Bi-annually participating in, along with other strategists and team supervisor, executive sponsor meetings.
- G. Serving as GovDelivery administrator over BRG, working with State HR PA to send out regular emails
- H. Serving as the primary administrator of the RAIN@OFM.WA.ORG email
- I. Providing consultation and guidance to individual BRG leaders, as needed
- J. Be willing and able to discuss the mission and vision of all BRGs, including the one(s) that you are assigned

7) Elected Roles

a) Chairs

- i) Develop and facilitate, in coordination with the Administrative Liaisons, all Advisory Committee meetings and General Membership meetings.
- ii) Ensure timely completion of deliverables and elevate necessary matters to State HR.
- iii) Act as representatives of the RAIN BRG to the Executive Sponsor, Governor's office, agency leadership, and others as needed.
- iv) Serve a 15 month term (3 month overlap with newly elected chairs).

See Appendix A for detailed information.

8) Administrative Liaisons

- a) Document and maintain all meeting notes and documentation related to the BRG.
- b) Coordinate and facilitate, in coordination with the Chairs, all Advisory Committee meetings and General Membership meetings.
- c) Coordinate charter amendment proposals and subsequent changes to the charter for the October meetings.
- d) Schedule meeting space and disseminate information related to the BRG.
- e) Maintain membership and attendance rosters.
- f) Serve a 15 month term (3 month overlap with newly elected Admin Liaisons).

See Appendix A for detailed information.

9) Elections Facilitator

- a) Facilitates the election of BRG Chairs and Administrative Liaisons by accepting nominations, preparing all ballots, and providing oversight of the election process.
- b) A Chair or Administrative Liaison not currently running for office is temporarily appointed by the Advisory Committee for the purposes of the election process.
- c) If all incumbents are running for a new term, the Advisory Committee will select an Elections Facilitator from the Advisory Committee.

10) Advisory Committee

- a) It is expected that the Advisory Committee members will:
 - i) Assist in setting the strategic direction for the BRG and champion their initiatives.
 - ii) Attend all Advisory Committee meetings.
 - iii) Attend all General Membership meetings.
 - iv) Actively participate in BRG activities.
 - v) May be asked to act as an Elections Facilitator should circumstances require it.

11) Active Membership

- a) It is expected that the Active members will:
 - i) Regularly attend General Membership meetings.
 - ii) Actively participate in BRG activities and/or subcommittees.
 - iii) Report back to their individual agencies on the work of the BRG.
 - iv) Report to the BRG on agency-level activities.
 - v) Support the mission of the BRG by being accessible to both the BRG and agency employees.
- b) Costs related to committee roles and actions relating to the BRG are covered by the individual's agency. This may include agency-approved travel, staff time, use of state resources, or other costs.
- c) BRG members will adhere to all applicable state rules, regulations, and policies at all BRG activities and events.

12) Community at Large

- a) These members may, or may not, be state employees.
- b) These members will follow the guidelines applicable to state employees as established by state rules, regulations, and policies.
- c) These members must be interested in promoting the values of the LGBTQ+ community and willing to participate in the activities of the BRG.

Article III: Voting

1) Elections

- a) Active Members of the RAIN BRG are voting members.
- b) Active is defined as being a state employee that regularly attends meetings, responds to communications, and occasionally takes responsibility for tasks for the BRG.
- c) To vote for elected positions, a member must have joined the BRG no later than the month of May preceding the vote.

2) Other matters needing a vote

- a) Voting is based on the consensus model as described in Appendix F.

Article IV: Nominations and Elections

1) Elected Officers

- a) Chairs
- b) Administrative Liaisons

2) Step-by-step nomination and election process

a) April / May:

- i) In the monthly General Membership meeting announce that we are approaching election time of year.
- ii) Current Chairs and Administrative Liaisons present an overview of what each position entails (see Appendix A).
- iii) Incumbents offer to meet with interested parties, one-on-one or in a group to discuss and answer questions regarding their positions. Offer time either during the meeting or after the meeting.

b) June:

- i) Request nominations for the Chair and Administrative Liaison positions from Active Members

c) July:

- i) Any Active Members of the BRG may submit nominations for the elected officer positions to the Elections Facilitator.
- ii) The Elections Facilitator is a Chair or Administrative Liaison that isn't currently running for office.
- iii) The Elections Facilitator with at least one other Active Member of the BRG, compiles the list of nominees the last week of July and contacts them to determine if they are interested in running for the position they were nominated for.
- iv) The nominee must communicate with their supervisor to ensure support for accepting a leadership position in the BRG.
- v) After the nominee gains supervisory support, the Elections Facilitator asks them to compose some information about themselves and their interest in the position they were nominated for.

d) August:

- i) Announce the nominees.
- ii) Share the names of the persons nominated.
- iii) Provide information about the candidates and what positions they are running for.
- iv) Allow time on the August General Membership meeting agenda to "Meet the Candidates".
- v) Allow time for the candidates to meet the group and share some information about themselves with the group.

e) September:

- i) The Elections Facilitator uses Survey Monkey (or other similar platform) as a voting mechanism.
- ii) Candidates are listed in Survey Monkey (or other similar platform)
- iii) Survey Monkey (or other similar platform) is sent to the Active Membership (as of May) for voting on preferred candidates.

f) October:

- i) Newly elected Chairs and Administrative Liaisons are announced at the General Membership meeting.

3) Terms

- a) Chair and Administrative Liaison terms are 15 months, from October – December.
- b) There is a 3 month overlap with newly elected officers.
- c) October –December creates the time needed to facilitate a smooth transition from incumbents to the newly elected officers.

See Appendix B describing the transition plan.

- 4) Unexpected vacancies:
 - a) If a Chair or Administrative Liaison position becomes vacant before the end of the term the Advisory Committee may appoint a member of the Active Membership into a vacant elected officer position, subject to the approval of the Active Membership.
- 5) The Advisory Committee reserves the right to make determinations/edits to the timeline and nomination process.

Article V: Subcommittees

- 1) Safe Places
 - a) This initial action committee is a direct result of Governor’s Directive 16.11, directing the BRG to work with the Policy Office and OFM to develop a state program similar to the Seattle Police Department “Safe Place” program.
 - b) The committee will develop an implementation plan to submit to the Governor’s office, taking into consideration all of the factors and implications that become apparent during their research and planning.
- 2) Best Practices
 - a) This initial action committee is a direct result of Governor’s Directive 16.11, directing the BRG to work with OFM State HR, agencies, and institutions to identify and share best practices.
 - b) The committee will develop a process for gathering best practices (and ensuring those practices are truly “best”) and disseminating those practices to state agencies.
- 3) Communications and Outreach
 - a) The purpose of the Communications and Outreach Subcommittee is to promote visibility through the use of communications strategies to include but are not limited to:
 - i) Creation and publication of the RAIN Newsletter
 - ii) Creation and maintenance of internally and externally facing websites (in coordination with the Governor’s office)
 - iii) IT support
 - iv) Creating, editing, or vetting content to be distributed to RAIN members, state employees, and the public
 - v) Outreach activities
 - vi) Education and training

Article VI: Ad Hoc Subcommittees

- 1) Development of future committees are contingent on the needs of the RAIN BRG members and agencies. Possibilities include but are not limited to:
 - a) Recruitment

- b) Retention
- c) Engagement
- d) Mentoring
- e) Career/Professional Development
- f) Recognition
- g) Work Environment
- h) Community Involvement
- i) Resources

Article VII: Meetings

- 1) General Membership
 - a) Meetings are held from 2-5pm on the third Thursday of every month, subject to change with prior notification due to unforeseen logistical difficulties.
 - b) In the month of October, an annual meeting of the BRG is held. Items on the agenda for this meeting include:
 - i) Presentation of the Annual Report.
 - ii) Updates and adoption of any changes to the Charter.
- 2) Subcommittees
 - a) Time will be allotted for subcommittees to meet during the General Membership meeting.
 - b) In addition, all standing subcommittees may meet independently from the General Membership meetings, if necessary to meet a specific business need.

Article VIII: Action Plan

- 1) Each year, the Administrative Liaisons will work with the Advisory Committee in generating the action plan. The plan will include the following:
 - a) A list of planned activities in support of the Charter and by-laws, to include the focus of each subcommittee.
 - b) Methods to measure the success and/or performance of each activity.
 - c) Measurable goals that will be tracked and reported in the Annual Report.

Article IX: Amendments to the Charter

- 1) Any Active Member of the BRG may propose an amendment to the Charter.
- 2) All proposed amendments must be submitted in writing to the Advisory Committee.
- 3) Proposed amendments must be publicized to the membership in advance of the meeting at which the amendment is to be discussed.
- 4) Proposed amendments require a consensus vote from the meeting membership on the day they are being addressed in order to be adopted.
- 5) Typically takes place once per year in October, however, urgent matters will be addressed on a case by case basis.

Article X: Staffing/Operational Costs – THIS SECTION WILL

MATCH ALL OTHER BRG WORDING

- 1) At this time, costs for all BRG activities will be absorbed by the supporting agencies.
- 2) Costs may include, but are not limited to, de minimis use of state resources, as approved by each executive committee member's agencies, to include:
 - a) Email
 - b) Meeting rooms
 - c) Transportation
 - d) Presentation or handout materials
 - e) Staff resource time
 - f) Development and delivery of training
 - g) Support for other BRG activities such as data collection, hosting a BRG information website, records storage, or other costs may be funded by the supporting agencies.

Appendix A - Advisory Board Roles and Responsibilities

Chairs

- Develop and facilitate, in coordination with Admin Liaisons, all meetings of the Advisory Committee and BRG General Membership Meetings.
 - o Attend all General Membership and Advisory Committee meetings
 - o Facilitate all General Membership and Advisory Committee meetings
 - o Work with all BRG elected members to ensure coverage at all meetings and when emergencies occur
- Ensure timely completion of deliverables, in coordination with Admin Liaisons and Advisory Committee, and elevate necessary matters to State HR
 - o Responsible for timely submission of RAIN deliverables to appropriate leadership (OFM-SHR, Executive Sponsor, etc.) representative, as determined at the onset of project.
- Act as representatives of the BRG to the Executive Sponsor, State HR, agency leadership, and others as needed
- Serve a 15 month term (3 month overlap with newly elected Chairs)

Administrative Liaisons

- Document and maintain all meeting notes and documentation related to the BRG
 - o This includes responsibility for the coordination and/or upkeep of SharePoint site
- Coordinate and facilitate, in coordination with the Chairs, General Membership and Advisory Committee meetings
 - o Work with all BRG elected members to ensure coverage at all meetings and when emergencies occur
- Disseminate agendas for General Membership and Advisory Committee meetings at least 7-10 days in advance of both meetings
- Ensure timely completion of deliverables, in coordination with Chairs and Advisory Committee, and elevate necessary matters to State HR
 - o Responsible for timely submission of RAIN deliverables to appropriate leadership (OFM-SHR, Executive Sponsor, etc.) representative, as determined at the onset of project
- Act as representatives of the BRG to the Executive Sponsor, State HR, agency leadership, and others as needed
- Serve a 15 month term (3 month overlap with newly elected Admin Liaisons)

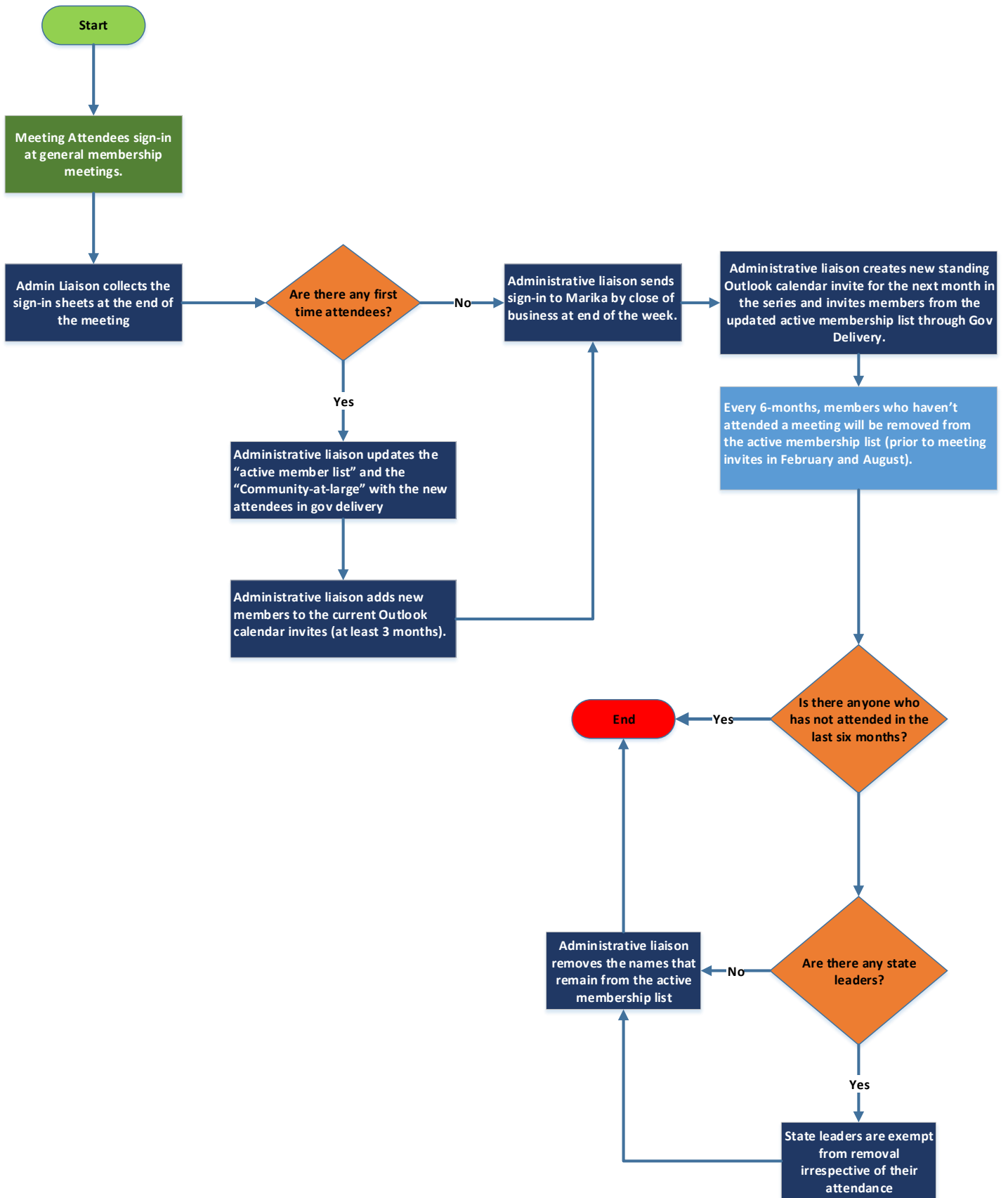
There are also various opportunities to participate in additional activities, as RAIN representatives, across the State. These additional opportunities are not required, and participation is contingent on supervisor approval. Things that fall into this category are:

- Attend and/or present at ad hoc agency or enterprise-wide workgroups, trainings, and

conferences related to statewide initiatives and programs in alignment with RAIN activities.

- Attend RAIN sponsored events and events where RAIN has a presence such as Capital City Pride, Public Service Recognition Week, the annual Pride Flag raising ceremony on Capitol Campus, etc. Participation in non-state government activities may require the use of personal leave.

Roster Process



Appendix B – Transition Plan (Currently being developed)

Appendix C – Values

Authenticity: We are present in our surroundings as genuine, aligned with our personal character and values, able to be vulnerable, and bringing our whole selves to our shared work.

Communication: Giving information out and actively listening openly, directly, transparently, respectfully and in a timely manner.

Community: We are a group with similar identities, interests, characteristics, ethics, and goals and we shares experiences, work, and mutual support.

Credibility: We are believable, worthy of trust and committed to acting and working in alignment with espoused purpose and goals.

Courage: We are willing to act in accordance with our beliefs, values, and mission even when to do so may expose us to criticism. We remain committed to the pursuit of our common purpose even when it would be easier to acquiesce to external pressure.

Diversity: We welcome, support, and recognize as part of our collective strength, diverse identities, experiences, and ways of thinking. We recognize that lost all of us have more than one personal identity and that those intersectional identities offer unique perspectives that allow us to better serve our community. We also recognize that the ultimate goal for LGBTQ+ persons as well as members of all historically margined groups is liberation from systemic and structural barriers.

Inclusion: We create opportunities for full, meaningful participation on the part of all our members and recognize that ensuring our venues and activities are fully accessible to those who navigate and/or communicate with the help of equipment, technology, people, or animals in essential to inclusion. We also create an environment in which every individual has personal agency. The sense of agency, or sense of control, is the deep awareness of initiating, executing, and controlling one's own actions in the context or our shared space and purpose.

Integrity: We embrace soundness of character and are true to our values regardless of audience or environment.

Justice: We believe in fairness for all and are committed to the pursuit of social justice not only for our members but for all.

Purpose-Driven: We were created on the premise of a shared purpose, that of making Washington state a safer, more affirming, employer and community for LGBTQ+ employees and citizens. That work will always remain our primary purpose.

These definitions are based on widely recognized definitions and examples as well as nuanced requests on the part of our incredibly insightful and dedicated Advisory Committee. The definitions as written, are a point of departure for consideration, discussion, and revision.

Appendix D – Yearly Focus

2018 Focus:

- Promote awareness of the BRG through building strong relationships within internal and external entities.
- Grow membership with a focus on inclusiveness from diverse populations.
- Continue the development of the structure of the BRG.
- Identify and develop a best practices process for the collection and dissemination of those practices to employees and employers.
- Begin work with the Governor’s Policy Office and OFM to develop a statewide safe place program.
- Create a safe place initiative.

Appendix E – Annual Timeline

February

- **Admin Liaison** removes names from the Active Membership list who haven't attended a General Membership meeting from August – January prior to sending invites to the June General Membership meeting
- **Communications** publishes newsletter

April

- General Membership Meeting
 - **Co-Chair** announces the approaching election time of year
 - **Co-Chair** and **Admin Liaison** present an overview of what the positions entail
 - Current **Co-Chairs** and **Admin Liaisons** offer to meet with interested parties, one-on-one or in a group, to discuss and answer questions regarding their positions. Offer time either during or after the meeting

May

- General Membership Meeting
 - **Co-Chair** announces the approaching election time of year
 - **Co-Chairs** and **Admin Liaisons** present an overview of what positions entail
 - Current **Co-Chairs** and **Admin Liaisons** offer to meet with interested parties, one-on-one or in a group, to discuss and answer questions regarding their positions. Offer time either during or after the meeting
- Voting Eligibility
 - To vote for elected positions, an **Active Member** must have joined the BRG no later than the month of May preceding the vote
 - Per the Roster Process, everyone on the Active Membership list who is invited to the September General Membership meeting is eligible to vote
 - **Admin Liaison** sends this list of voting-eligible members to the **Elections Facilitator**
- **Communications** publishes newsletter

June

- **Elections Facilitator** requests nominations from the **Active Members** for the elected positions of Co-Chair and Administrative Liaison
- **Outreach** coordinates representation at Pride Month activities
 - Parades and festivals
 - Agency events
- **Best Practices** announces agency award winners

July

- The last week of the month, the **Elections Facilitator** compiles the list of nominees and contacts them to determine if they are interested in running for the position they were nominated for
- The **nominees** gain supervisory permission and submit info about themselves and their interest in the position to the **Elections Facilitator**

August

- **Elections Facilitator** shares the names and info about the candidates who accepted the nominations and provides time at the General Membership meeting to meet the **candidates**
- **Admin Liaison** removes name from the Active Membership list who haven't attended a General Membership meeting from February – July prior to sending invites to the December General Membership meeting
- **Communications** publishes newsletter

September

- **Elections Facilitator** uses Survey Monkey as a voting mechanism using the Active Membership list generated in May by the **Admin Liaison**

October

- General Membership Meeting
 - **Elections Facilitator** announces **newly elected officers** and their 15 month term begins
 - **Co-Chair** presents the Annual Report
 - **Admin Liaison** presents any proposed updates to the Charter
 - **Active Members** present vote by consensus to adopt or reject any changes to the Charter

November

- **Co-Chairs** and **Admin Liaisons** work with the **Advisory Committee** through the Transition Plan during a retreat
- **Communications** publishes newsletter

December

- Year-end celebration of accomplishments
- **Out-going elected officers'** 15 month term ends