

Washington state Disability Inclusion Network (DIN) Business Resource Group (BRG) Charter



Overview

Purpose

The DIN BRG exists to engage the experience, values, and knowledge of people with disabilities in Washington State Government; promote universal access; and create an environment where people with disabilities can fully participate in all aspects of the workplace.

The DIN BRG exists and is open to participation by state employees via executive orders. See DINs Policy and Procedures manual for a list of existing state of WA executive orders and policies, and federal laws, related to BRGs, accessibility, and disabilities.

Vision – Aspiration

- Washington State is an employer of choice for people with disabilities
- People with disabilities have equitable access to opportunities and resources through recruitment, hiring, training, development, retention, and promotion
- The DIN BRG is an educational resource that supports disability inclusion in Washington state workforce

Role of Members

- Actively participate in DIN BRG general membership meetings
- May participate in subcommittees
- Share and discuss ideas on how to further the purpose and vision of the DIN.
- Identify and promote promising practices for people with disabilities in Washington State employment.

Meeting Cadence

- DIN Meets once a month January-November with a break during the month of December.
- Meetings are subject to cancellation/change due to extraordinary circumstances or state holidays.

By-Laws

Roles and Responsibilities

Membership

The DIN BRG membership is open to all Washington state employees interested in promoting the values of people with disabilities (PWD) and the principles and activities of the BRG. You do not need to have a disability to join the group. Attendees who are not Washington state employees may be asked to leave a meeting or event at any time.

The DIN is committed to providing leadership opportunities and professional development training to Washington state employees and agencies about disability topics in the state workforce.

DIN Executive Board

Comprised of elected DIN officials, the executive sponsor, and other parties from BRG supporting agencies who ensure the DIN is adhering to all state and federal law and work collaboratively to promote the DIN BRG and its activities on a statewide level. The BRG coordinator is the only position that does not hold ability to vote in DIN general elections.

1. Chair
2. Vice-chair
3. Secretary
4. Communication and Marketing Director
5. Treasurer
6. Executive Sponsor
7. Governor's Committee on Employment and Disability (GCDE) Advisor
8. Business Resource Group (BRG) Coordinator

Executive Board Expectations

- Provide overall guidance and direction to DIN
- Consults on general operating procedures as requested by DIN leadership

DIN Leadership

Comprised of elected officials and the Executive sponsor, these ensure the values, mission, and goals the DIN BRG are upheld. (For more information on each position see “Roles”). Members of DIN leadership are able to vote in general elections.

1. Chair
2. Vice Chair
3. Secretary
4. Communication and Marketing Director
5. Treasurer
6. Executive Sponsor

Combined Duties for DIN Leadership Positions

All leadership positions work collaboratively with the following duties, the executive sponsor works as able and willing on these duties but it is not expected of them:

1. Invites speakers to DIN events and meetings to provide information on benefits, entitlements, and other disability related topics.
2. Maintains the DIN email, ensuring emails are responding to, archived, and/or deleted as appropriate for records retention
3. Participates in events, guest speaking engagements, and trainings requested of or put on by the DIN in coordination with the Chair and/or Vice Chair
4. Sends out GovDelivery announcements on behalf of the DIN in coordination with the Chair and/or Vice Chair
5. Verifies and vets any donating bodies to ensure they uphold the principles and values of the DIN

Chair

1. Serves a twelve (12) month term. The incumbent Chair will serve up to a one (1) month overlap with a newly appointed Chair (previously Vice-Chair) before moving to the Past Chair position.
2. Acts as the lead facilitator for all DIN general meetings and executive committee meetings.
3. Develops the monthly agenda, working in coordination with DIN leadership and leads of the subcommittees.

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5. Acts as a representative of the DIN to the Executive Sponsor, OFM/SHR leadership, and others as needed.
6. Ensures timely completion of deliverables and elevates necessary matters to OFM.
7. Provides training and support to Vice-Chair so they can successfully assume Chair responsibilities the following year

Vice-Chair

1. Vice-Chair will serve for a twelve (12) month term, then assume the position of Chair.
2. Develops, in coordination with DIN leadership, meeting agendas, events, and activities.
3. Performs duties as directed by the Chair.
4. Assumes the role of Chair in their absence.
5. Assists the Chair with their responsibilities.
6. May sit as an ad-hoc member on subcommittees.
7. Oversees (at a high level) subcommittee work, and provides mentoring and coaching to subcommittee leads as needed, including meeting regularly with subcommittee leads
8. Facilitates election of officers by accepting nominations, preparing ballots, and providing oversight of the election process

Communication and Marketing Director

1. Advises the Chair, Vice-chair and DIN members on effective and organizational branding, communications, messaging, marketing strategies, and methods.
2. Updates DIN's social media networking sites, along with DIN's website, to maintain a web presence to reach our state workforce, allies, and disability community at large.
3. Post news, event reminders, success stories, and uploads photos and compelling stories to motivate user interest, feedback, and participation.
4. Oversees quarterly newsletter, flyers, surveys, job postings and publication of DIN's activities.
5. Works with OFM on public disclosure records requests.
6. Serves a 12-month term, with the possibility of a 24 month term if the Communication and Marketing director desires to stay in office, the last month working with the new Director to help with transition of duties
7. Has primary responsibility for records retention of DIN email and SharePoint

Treasurer

1. Creates and maintains DIN's annual budget to include verifying invoices and payments, and reconciling budgets
2. Facilitates and maintains records of DIN expenditures
3. Solicits sponsorship for DIN specific events and endeavors and verifies sponsorship deposits
4. Works with State BRG Coordinator to manage and utilize funds available to the DIN BRG.
5. Upon final approval by the chair, sends requests for payments to OFM/SHR

Secretary

1. Maintains all meeting notes and documentation related to the DIN BRG.
2. Maintains membership and attendance rosters.
3. Serves a twelve (12) month term with up to a one (1) month overlap.
4. Schedules in person meeting spaces and coordinates with BRG Coordinator for creating virtual meetings/events
5. Other duties as assigned by Chair
6. May step in to represent the DIN in the event the Chair and Vice Chair are unavailable

Past Chair

1. Provides training and support to Chair so they can be successful in their responsibilities as Chair.
2. Provides continuity in the leadership and direction of the DIN if requested by the current DIN executive board.
3. Assists the chair in writing the annual report by July 31st of the year ending their term as Chair.
4. Serves in this position for one term (12 months from stepping down as chair), to be replaced by the next outgoing chair.
5. Leads the RADD Award Selection committee in the 12 months serving as past chair. This temporary committee is created for the sole purpose of selecting DIN RADD Award recipients and meets during the months of April, May, and June each year.

Executive Sponsor

1. Ideally, an agency director level or above, provides executive level guidance and leadership to members of the DIN BRG.
2. Champion for the community of people with disabilities and state workforce inclusion.

3. A strong advocate of people with disabilities.
4. Guides dispute resolution among DIN members at the request of the Chair and/or Vice Chair.
5. Acts as a champion for activities supported by the BRG by collaborating with other state agency leadership to foster their commitment and support.
6. Assist the BRG in identifying and capitalizing on available resources to complete the BRG action plan and activities.
7. Assist BRG in obtaining funding sponsorships.
8. If the Executive Sponsor is unable to continue to fill the role and a vacancy is foreseen, the incumbent shall provide a list of potential candidates to fill the Executive Sponsor role to DIN's leadership. The DIN executive board (current executive sponsor may be a part of this as willing/able) will work collaboratively to fill this position.
9. Has the ability to vote on DIN matters and in DIN general elections
10. Will confirm a majority vote of each elected office before formal announcement at the July membership meeting
11. Assists in vetting DIN RADD Award nominees, communicating with the Governor's office for award signatures, and assisting in other duties as needed related to the annual DIN RADD Awards

Governor's Council on Disability Issues and Employment (GCDE) Advisor

1. Ensures DIN Executive Board is kept apprised of upcoming legislature or other information related to persons with disabilities
2. Assists with accessibility for DIN events if able
3. Advises DIN BRG on laws and policies related to people with disabilities.

BRG Coordinator

1. Advises Executive board on any matters pertaining to policy and procedure
2. Serves as liaison to facilitate information sharing between SHR, stakeholders, and partners
3. If BRG Coordinator appoints a proxy to attend the DIN meeting, the proxy and/or BRG coordinator will inform Executive Leadership they are attending the meeting in the role of BRG coordinator

OFM/SHR Administrative Support

1. Tallies votes for general elections for Executive leadership positions in the event the Vice Chair is unable to perform this duty objectively

2. Provides instructions to DIN leadership as needed on how to perform tasks in the virtual meeting platform
3. Provides IT support during general membership meetings for the meeting platform on an as needed basis when DIN leadership is unable to perform the needed tasks
4. Upon request from DIN leadership creates zoom meetings for DIN events

Active Members

1. Active members are Washington State employees who have approval by their agencies to attend DIN meetings, subcommittees, and events, and have attended at least three (3) of the most recent six (6) general membership meetings.
 - i. Active members regularly attend DIN meetings respond to communications
 - ii. Vote on elected positions for BRG leadership
 - iii. Engages the opportunity for a range of tasks to further the goals, values, and mission of the DIN.
 - iv. DIN's leadership will review and approve exceptions if extraordinary circumstances prevent a member's regular attendance to general membership meetings
2. If you are unable to maintain status as an active member, we welcome you as a community-at-large participant. The community-at-large members are state employees who occasionally participate in meetings or events and bring valued contributions to the work of the DIN and its mission. The community-at-large members are strongly encouraged but not required to participate in all DIN BRG activities. Their contributions could include:
 - a. Acting as an advocate
 - b. Providing feedback and advice
 - c. Generally speaking – amplify the voice of the community.
3. Both active members and community at large members agree to abide by the DIN Code of Conduct agreement in DINs policy and procedures manual.

Conflict Resolution Process

Differences of opinion and communication style will always exist within any inclusive group of people trying to work together, but sometimes conflicts between individuals need to be addressed to ensure the continued effectiveness of the group.

The DIN BRG is committed to promptly and fairly resolving, at the lowest possible level, any disputes, conflicts, or disagreements that may arise among their members. While some conflicts will be resolved by an informal discussion between the members, others may need a process for a successful resolution.

Outline of this process is available in DINs policy and procedures manual.

Removal of DIN Leadership from Elected Position

Any member of the DIN Leadership may be removed from the DIN their leadership position by a majority vote of the Active Membership.

Outline of this process is available in DINs policy and procedures manual.

Decision Making Model

Elections

1. Active members of the DIN BRG are voting members and includes DIN Leadership as outlined under “DIN Leadership”
2. Active member is defined as a Washington state employee who regularly attends meetings, responds to communications, and occasionally takes responsibility for tasks for the BRG.
3. To vote for elected positions, membership must have attended at least three (3) general membership meetings throughout the last 6 months to date.

By-law Amendments

1. Any active member of the DIN BRG may propose an amendment to the by-laws. The proposal for changes for a new amendment(s) to the by-laws will need to be sent out at least 14 calendar days before the next general meeting in order to be considered at that meeting.
2. The main motions must be seconded, meaning that a second member expresses a desire to have the motion considered by the group.
3. The DIN executive board will discuss and draft the proposed changes to ensure compliance with state law and regulations; and ensure the proposed change does not have unintended consequences for this or other BRGs. If proposal is not accepted for these reasons, DIN executive board members will provide justification.
4. Once changes are passed by initial OFM/SHR review, then the DIN leadership will draft a version of the proposed changes and submit to DIN membership at a minimum 14

days before discussion by Active Members at general DIN meeting. If additional changes are needed refer to step 3.

5. Once changes have been discussed a vote of the Active Members will occur, and if passed will be submitted to OFM/SHR for final review before implementation.

Subcommittees

1. Subcommittees can be set up at any time to fit the needs of the BRG and the community.
2. All standing subcommittees should meet on a regular basis (at least once per month outside of general membership meetings) to ensure completion of all initiatives and work activities identified to meet yearly goals.
3. All subcommittees will submit materials/media to DIN leadership for approval
4. All subcommittees will work in coordination with the Communication and Marketing subcommittee for any materials to be posted on the DIN website and/or social media accounts

Communications and Marketing

1. Provide an engaging and interactive website that is user-friendly that provides valuable statewide information and resources, and provide information about the DIN and DIN activities
2. Ensure that all forms of communication and marketing are accessible and promote universal access throughout the enterprise
3. Provide technical assistance to other BRGs when needed

Education, Training, and Advocacy

1. Engage with hiring managers upon request and/or approval of DIN leadership to actively hire, promote, train, develop, and retain employees with disabilities
2. Create and source media and materials related to a variety of disability topics
3. Educate about barriers and biases in the workplace through in person/virtual trainings, DIN created videos, and other materials (handouts, pamphlets, brochures etc...) to be made available on the DIN website

Resource and Policy

1. Engage and partner with employees with disabilities in all stages of their career from new hires to retirement

2. Provide managers with resources for inclusive work activities through GovDelivery emails, posting on the DIN website, and at DIN trainings and events
3. Consult with agencies and DIN Leadership, as requested, on issues and policy related to disability inclusion and accessibility

Disability Justice

1. Identify the gaps and barriers for peoples with disabilities in marginalized communities
2. Increase awareness of the intersectionality of identity(s) for peoples with disabilities
3. Provide trainings and educational materials on issues related to disability justice

Subcommittee Roles

Leads

1. Schedule and facilitate subcommittee meetings
2. Submit recommendations from subcommittee to the leadership for approval
3. Ensures DIN leadership is informed of any barriers that arise as soon as possible
4. There are no required term limits for subcommittee leads. It is preferred for leads to assume responsibility for one year. Transitions in leadership are encouraged as part of DIN'S professional development opportunities.
5. Subcommittee leadership can change at any time as decided upon by subcommittee members and DIN leadership

See DINs policy and procedure manual regarding changes to subcommittee leadership

DIN Nominations and Elections

Elected Officers are:

1. Chair
2. Vice Chair
3. Secretary
4. Communication and Marketing Director
5. Treasurer

Election Timeline:

Elections for all officers will occur at the June membership meeting

1. The elected officers serve a minimum of twelve (12) months with an additional (1) month at the end to help newly elected officers transition, with vice chair moving into the chair position.

2. Any active member can submit nominations either for themselves or other active members of DIN for the elected officer positions.
3. Results will be announced at the July general membership meeting
4. Newly elected officials will officially take office on August 1st.

See DINs policy and procedure manual for full outline of the election process

Vacancy

1. In the event the chair position becomes vacant the vice chair will move to the chair position and call for a special election to fill vice-chair position
2. In the event that both chair and vice chair positions are vacant, DIN's active members can call for a special election within 45 days of vacancy.
3. In the event of a vacancy of any elected position, DIN leadership may appoint a member of the active members into a vacant elected officer position (including the Past Chair), subject to the approval of the active members. The interim officer will serve until the new elected officer takes office.

Operations


Operational Cost

1. DIN leadership will meet to determine options to cover cost for all DIN BRG operations, activities, and events
2. Member agency costs may include, but are not limited to, de Minimis use of state resources, to include:
 - a) Email
 - b) Meeting rooms
 - c) Transportation
 - d) Presentation or handout materials
 - e) Staff resource time


Michael MacKillop (Feb 21, 2023 21:38 PST)

Feb 21, 2023

Michael MacKillop
DIN Executive Sponsor


Michaela Doelman (Feb 22, 2023 18:28 PST)

Feb 22, 2023

Michaela Doelman
Chief Human Resources Officer











DIN Charter 2022 updated

Final Audit Report

2023-02-23

Created:	2023-02-22
By:	Indira Melgarejo (indira.melgarejo@ofm.wa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3WdHnUZraYXnnkWeBVR1liH1Igiwq9ca

"DIN Charter 2022 updated" History

-  Document created by Indira Melgarejo (indira.melgarejo@ofm.wa.gov)
2023-02-22 - 2:19:02 AM GMT
-  Document emailed to michael.mackillop@dsb.wa.gov for signature
2023-02-22 - 2:21:06 AM GMT
-  Email viewed by michael.mackillop@dsb.wa.gov
2023-02-22 - 3:58:36 AM GMT
-  Signer michael.mackillop@dsb.wa.gov entered name at signing as Michael MacKillop
2023-02-22 - 5:38:06 AM GMT
-  Document e-signed by Michael MacKillop (michael.mackillop@dsb.wa.gov)
Signature Date: 2023-02-22 - 5:38:08 AM GMT - Time Source: server
-  Document emailed to michaela.doelman@ofm.wa.gov for signature
2023-02-22 - 5:38:09 AM GMT
-  Email viewed by michaela.doelman@ofm.wa.gov
2023-02-23 - 2:27:27 AM GMT
-  Signer michaela.doelman@ofm.wa.gov entered name at signing as Michaela Doelman
2023-02-23 - 2:28:01 AM GMT
-  Document e-signed by Michaela Doelman (michaela.doelman@ofm.wa.gov)
Signature Date: 2023-02-23 - 2:28:03 AM GMT - Time Source: server
-  Agreement completed.
2023-02-23 - 2:28:03 AM GMT