

City Hall Book Club

Charter Template

PREAMBLE

Consistent with the City of Boston's vision to be a thriving, healthy, and innovative city, with equality and opportunity for all, where a revolutionary history inspires creative solutions to the challenges of the 21st century, and with the intention of becoming a national model employer by leveraging diversity and fostering inclusion to deliver the best public service, Employee Resource Groups can contribute to creating a culture which values the contributions of all City employees and provides equal opportunity for professional development and career advancement.

The Office of Diversity will provide support for this ERG and collaborate with them on the following activities: (1) Support participation in the City Hall Book Club and provide access to electronic communication tools ; (2) utilize City Hall Book Club to assist in outreach to diverse organizations; (3) utilize City Hall Book Club as advisors to strategies and outreach on hiring, retaining and promoting a diverse workforce; and (4) support mentoring, career advancement, and educational initiatives that are sponsored by the City Hall Book Club.

ARTICLE I: NAME

1.1 NAME

This organization shall be known as the City Hall Book Club.

ARTICLE II: MISSION

2.1 MISSION

The Mission of the City Hall Book Club is to be a strategic partner with the City of Boston to promote a culture of diversity and inclusion through continual learning. The City hall Book Club will advance the understanding and inclusion of employees with a common background, set of interests and/or goals. The vision, mission, goals, policies and activities of the City Hall Book Club are fully aligned with those of the City of Boston's mission, goals, and policies.

The City Hall Book Club will be a valuable mechanism to: (1) build a culture that fosters innovation; (2) offer employees access to leadership opportunities; (3)

establish programs and activities aligned with the mission of the City of Boston; (4) provide employees opportunities to develop and grow, and for managers to access innovative concepts and unique solutions to challenges faced by the City.

Book Club aims to bring employees together across departments to explore topics and issues that impact Boston and other urban areas. Book Club is a diverse entity which welcomes all backgrounds and opinions.

ARTICLE III: MEMBERSHIP

3.1 ELIGIBILITY

Membership in the ERG is open to all City of Boston employees. The ERG shall record names and locations of all members and keep an updated list on a Google Spreadsheet shared with the Diversity Office. All members are eligible to chair committees, become candidates for elected office, and vote in ERG elections.

Employees can become members by signing up on the ERGs website on The Hub, signing up at an ERG table in an event, or requesting membership via email, telephone, in person, or any other form of communication.

ARTICLE IV: STRUCTURE AND OPERATIONS

4.1: LEADERSHIP, ROLES & RESPONSIBILITIES

The Group shall have at minimum, the following officers: Chair(s) and Treasurer.

The Chair(s) shall:

1. Schedule, organize, and publicize meetings through at least two different communication channels;
2. Work closely with the Diversity Office.
3. Officially represent the ERG within the City of Boston.

The Treasurer shall:

1. Keep financial records and share them with the membership periodically, at least once per year;
2. Be responsible for any funding applications and ensuring expenditures are approved by Diversity Office and properly reported.

4.2: Terms of Office

Chair and Treasurer are one-year term positions. There is no limit for how many terms an individual can serve.

4.3: Additional Officers

The employee leader(s) may appoint additional officers as necessary.

4.4: Nomination and Election of the Employee Leader

Section 1: Election Meeting

Elections shall be held at the first meeting of each calendar year. In the case of a resignation of the employee leader from office, a special election meeting may be held to fill the post until the end of the current term.

5.1 MEMBERSHIP MEETINGS

There shall be regular meetings of the ERG on a date and place to be designated by the Chair. This meeting shall be held at a specified location and announced to members of the ERG. The ERG shall send a notice of each regular meeting to each member of the ERG as well as the Diversity Office.