

King County Latinx Affinity Group Charter

Amended at 8-12-2020 KCLx General Meeting

Purpose

Consistent with King County's commitment to making King County a welcoming community where every person can thrive, King County's Latinx Affinity Group¹ (KCLx) works with leadership to inform policies and procedures that address racism and other forms of oppression.

KCLx builds relationships with colleagues with common interests or backgrounds and provides opportunities for members to develop their leadership skills. KCLx is supported by the Office of Equity and Social Justice and advocates for implementing King County's Equity and Social Justice Plan.

Name

The official name is King County Latinx Affinity Group.³

Mission

The mission is to build an equitable community for King County Latinx employees and the Latinx community.

Values

Our values define the way we act, what's important to us, and our expectations for ourselves and one another

- Teamwork
- Authenticity
- Collective impact
- Equity and Social Justice
- Accountability and Transparency
- Empowerment
- Relationship-centric
- Strategic impact
- Shared leadership

Goals

1. Develop opportunities for members to network, learn, build common ground, collaborate, share resources, grow professionally, and support one another
 - Create a space for ethnic, racial, and gender minorities within the Latinx membership. We operate consciously of social justice, accountably to each other, and intentionally to create equitable spaces.

¹ KCLx is one of several King County-wide affinity groups sponsored by the Office of Equity and Social Justice and established by King County's Executives Office. The [Employee Resource/Affinity Group Policy ACO-5-1-EP](#), signed and effective 7/31/19.

³ We define the Latinx community as peoples of Latin American origin or descent ("x" used as a gender-neutral or nonbinary alternative). KCLx uses this term as the most inclusive term to identify our community as a whole, including indigenous and afro-descendant communities, recognizing that no one term represents every one of Latin American origin or descent.

- Deepen understanding of systemic racism and issues affecting KC Latinx employees and the community.
 - Operate as a collective and for the interest of the group.
2. Advance equity and social justice within the King County government
 - Inform policies and procedures that address racism and other forms of oppression
 - Support, advocate, and serve as a resource for implementing the King County Equity and Social Justice Plan.
 - Support and advocate for recruitment and retention of Latinx employees.
 - Further awareness and increase in the visibility of Latinx issues within King County
 - Collaborate with other affinity groups
 3. Advance equity and social justice across King County
 - Increase the visibility of Latinx issues
 - Support and advocate for King County social justice efforts engaging and impacting the Latinx community
 - Enhance recognition and reputation of King County in Latinx communities

Membership

All King County employees who self-identify as being of Latin American origin or descent⁴ or allies that are interested in the group’s mission and goals are welcome. Membership is voluntary. Members can use up to three monthly work hours to participate in KCLx meetings and activities. Time spent in KCLx meetings and activities is not eligible for overtime. *(See Affinity Group Policy for more details)*

Structure & Operations

1. Leadership Roles
 - i. **Co-Chairs (3 positions)**
 1. Provides overall leadership to the group; ensuring the mission, values, and goals of KCLx are fomented by the KCLx leadership team and affinity group as a whole
 2. Convene the KCLx leadership team regularly to share updates, plan, and implement content and activities supporting KCLx goals
 3. Support lead team members in accomplishing goals and performing their responsibilities
 4. Schedules regular KCLx meetings and creates the meeting agenda; organizes network logistics
 5. Serves as the KCLx representative to all-AG member meetings, including All-AG leadership meetings with OESJ, meetings with the Senior Leadership Team, and all-AG policy implementation meetings
 6. Fosters relationships with other networks and Affinity Groups/Employee Resource Groups
 7. Oversees annual budget and activity report out
 8. A representative for additional meetings and events as necessary
 - ii. **Communications & Social Media Chair**
 1. Drafts and edits communication
 2. Responsible for internal and external marketing communications
 3. Responsible for social media and publicity
 - iii. **Membership Chair**

⁴ Examples of common identities include but are not limited to: Latinx, Latina/Latino, Hispanic, Chicana/o, identities based on nationality (Dominican, Peruvian-American), Latin American identities based on race (Afro-Latinx, Mayan, Zapotec) etc.

1. Welcomes and onboards new members
2. Maintains the group email/distribution
3. Identifies member recruitment/engagement opportunities
- iv. **Content Manager / Administrator**
 1. Records and disseminates meeting memory for any meetings
 2. Serves as network liaison with Marketing Communications (as needed)
 3. Manages surveys/polls
 4. Responsible for archiving KCLx history – events, achievements, etc.
- v. **Events Chair (2 positions)**
 1. Organize network events and social activities based on interest and availability
 2. Coordinates Latinx/Hispanic Heritage month events
- vi. **Finance Chair**
 1. Manages finances of the group
 2. Reports financial updates at meetings
 3. Provides annual budget for approval
- vii. **Employee Retention and Advancement Chair**
 1. Organizes events and projects that foster the retention and advancement of Latinx employees at King County
 2. Support all-AG employee retention and advancement efforts
 3. Works with KCLx events chairs to coordinate activities
- viii. **External Community Engagement Chair**
 1. Develops and maintains relationships with external Latinx organizations
 2. Identifies volunteer, partnership, and networking opportunities with organizations interested in supporting Latinx communities

2. Leadership Role Expectations

Leadership Team members shall attend monthly Leadership Team meetings and general membership meetings with an expected time commitment of 6 work hours per month.

3. Terms of Office

Members will determine KCLx leadership via a voting process, and leaders will serve an 18-month term which includes a 6-month transition period to help the next leadership team maintain continuity and momentum. Incumbents are eligible to be nominated/hold two consecutive terms in the same position and must wait one additional term before holding the position again.

Meetings

General membership meetings take place monthly and include teleconferencing. Leadership Team meetings take place monthly before general meetings.

Decision-making

KCLx strives for consensus. If consensus cannot be reached, KCLx members will vote on the issue.

Group Agreements

Adapted from Partnering Team meeting 3-25-2019.

1. Confidentiality, what is said stays here
2. Operating with a growth mindset, a “yes we can” mentality

3. Yes, AND... thinking, not “but.”
4. Invite being checked on our privilege and offer each other grace “Ouch” and “Oops.”
5. Feedback is a gift that goes both ways
6. Reminding ourselves that we are in a vulnerable place and try to be vulnerable, be kind in receiving vulnerability
7. Model the way – engage with empathy, love, and compassion and acknowledge each other’s brilliance
8. Holding one another accountable
9. Expect and accept non-closure
10. Monitor your airtime
11. Respect airtime/each other’s voice
12. Respect group will