



Washington State Employees' LGBTQ+ Business Resource Group



Rainbow Alliance & Inclusion Network Charter

RAIN Advisory Committee

Updated 4/11/2024

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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 and affirmed by Executive Order 21-01, is focused on advising and developing strategies for creating safe, diverse, and inclusive workplaces for our Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, two-spirited 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 and disseminate 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.
- Celebrating and educating LGBTQ+ people, culture, and history.
- Creating a community gathering place for LGBTQ state workers.
- Increase retention and diversity in the state workforce.

Values:

Access	Credibility	Equity	Justice
Authenticity	Courage	Inclusion	Purpose-Driven
Communication	Diversity	Integrity	Respect
Community			

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 and affirmed by Executive Order 21-01, membership is open to state employees, with ongoing 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) Two Co-Chairs
- b) Subcommittee Co-Chairs
- c) Two Administrative Liaisons
- d) Finance and Budget Manager
- e) Project Manger
- f) Executive Sponsor
- g) BRG Coordinator

3) Active Members

- a) State employees who have attended at least one general membership meeting in the last 6 months. 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.

4) Community at Large

- a) Individuals who are interested in occasionally participating (less than one meeting per six-month period) and would like to receive communications and updates on the BRG's progress.

Article II: Roles

1) Executive Sponsor

- a) Provides executive level guidance and leadership to members of the BRG.
- b) Champions BRG work 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.

2) BRG Coordinator

- a) 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) Roles and responsibilities shall include:
 - i. Actively participating in Executive Board or Advisory Committee meetings (2 hours/month).
 - ii. Providing policy guidance to group leadership; supporting the development and dissemination of deliverables.

- iii. Advocating on behalf of BRG to State HR and OFM leadership.
- iv. Assist with administration of the RAIN email and any other technical resources provided to RAIN by OFM.
- v. Providing consultation and guidance to individual BRG leaders, as needed.
- vi. Be willing and able to discuss the mission and vision of all BRGs, including the one(s) that you are assigned.

3) Elected Roles- See Appendix A for detailed information.

a) Co-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 such as annual reports or recommendation packages 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. Coordinate charter amendment proposals and subsequent changes to the charter.
- v. Serve a 15-month term (3-month overlap with newly elected chairs).

b) Administrative Liaisons

- i. Serving as GovDelivery topic administrator over BRG, working with BRG Coordinator to send out regular emails.
- ii. Document and maintain all meeting notes and documentation related to the BRG and manage SharePoint.
- iii. Coordinate and facilitate, in coordination with the Co-Chairs, all Advisory Committee meetings and General Membership meetings.
- iv. Assist with administration of the RAIN email.
- v. Schedule meeting space and disseminate information related to the BRG.
- vi. Maintain membership and attendance rosters.
- vii. GovDelivery monthly bulletins.
- viii. Serve a 15-month term (3-month overlap with newly elected Admin Liaisons).

c) Finance and Budget Manager

- i. Maintains budget and finances for RAIN.
- ii. Provides fiscal updates to RAIN Advisory Committee and members.
- iii. Coordinates with OFM BRG Coordinator on funding and expenditures.

- iv. Provide reasonable budgetary advice to aid in RAIN's fiscal needs.
- v. Serve a 15-month term (3-month overlap with newly elected Admin Liaisons).

d) Project Manager

- i. Organize events and activities.
- ii. Coordinate with admin team to be sure resources and staffing are available for events as needed.
- iii. Set a cadence for process and team improvements.
- iv. Serve a 15-month term (3-month overlap with newly elected Admin Liaisons).

4) Elections Facilitator

- a) Facilitates the election of elected positions by accepting nominations, preparing all ballots, and providing oversight of the election process.
- b) A Co-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.

5) Advisory Committee

- a) The Advisory Committee is made up of the elected leaders, sub-committee leaders, Executive Sponsor, and BRG Coordinator.
- b) 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.

6) Active Membership

These members assist with the advising and developing of strategies for creating safe, diverse, and inclusive workplaces for our LGBTQ+ employees and customers

- a) Must be a state employee.
- b) It is expected that the Active members will:
 - i. Regularly attend General Membership or subcommittee 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.
- c) BRG members will adhere to all applicable state rules, regulations, and policies at all BRG activities and events.

7) 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.
- d) These members will not be able to vote on BRG matters.

Article III: Voting

1) Elections

- a) Active Members of the RAIN BRG are voting members.
- b) 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 Consensus-Based Decision-Making Processes document on the RAIN SharePoint.

Article IV: Nominations and Elections

1) Elected Officers

- a) Chairs
- b) Administrative Liaisons
- c) Finance and Budget Manager
- d) Project Manager

2) Step-by-step nomination and election process

- a) April / May:
 - i. In the April General Membership meeting, announce that we are approaching election time of year.

- ii. In the May General Membership meeting, current Co-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 elected positions from Active Members
- c) July:
- i. Any Active Members of the BRG may submit nominations for themselves or another active member to the Elections Facilitator.
 - ii. The Elections Facilitator is a Co-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 people 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 similar platform)
 - iii. Survey Monkey (or similar platform) is sent to the Active Membership (as of May) for voting on preferred candidates.
- f) October:
- i. Newly elected Co-Chairs, Administrative Liaisons, Financial and Budget Manager, and Project Manager are announced at the General Membership meeting.

3) Terms

- a) Elected position 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.
- d) See Appendix B describing the transition plan (in progress).

4) Unexpected vacancies:

- a) If an unexpected position becomes vacant before the end of the term the Advisory Committee may appoint a member of the Active Membership into a vacant elected position, subject to approval of supervisor and 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 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) including social media.
 - iii. IT support
 - iv. Subject matter experts for creating, editing, or vetting content to be distributed to RAIN members, state employees, and the public.
 - v. Outreach activities.

4) Training

- a) The purpose of the training subcommittee is to develop and provide trainings on behalf of RAIN including but are not limited to:
 - i. Provide ongoing trainings available to all state employees.
 - ii. Continue to develop and update content.
 - iii. Run a train the trainer program to build up RAIN members to be facilitators.

Article VI: Ad Hoc Subcommittees

- 1) The development of future committees is 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 meetings

- 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.
 - iii. Agency Awards

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 Project Manager 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.
 - a) All proposed amendments must be submitted in writing to the Advisory Committee.
 - b) Proposed amendments must be publicized to the membership in advance of the meeting at which the amendment is to be discussed.
 - c) 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. Proposed amendments require a consensus vote from the meeting membership on the day they are being addressed to be adopted. 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 WILLMATCH ALL OTHER BRG WORDING

- 1) All costs incurred in support of RAIN operation and activities will be accounted for in our allocated BRG budget.
- 2) Initial cost incursion must first be *attempted* for approval by each committee member's agency-internal approving authority, after which RAIN will reimburse agency funds.
- 3) 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 Committee Roles and Responsibilities

Co-Chairs

- Develop and facilitate, in coordination with Admin Liaisons, all meetings of the Advisory Committee and BRG General Membership Meetings.
- Attend all General Membership and Advisory Committee meetings
- Facilitate all General Membership and Advisory Committee meetings
- 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
- 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
- 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
- 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 in advance of both meetings
- Ensure timely completion of deliverables, in coordination with Chairs and Advisory Committee, and elevate necessary matters to State HR
- 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.

Finance and Budget Manager

- Maintains budget and finances for RAIN.

- Provides fiscal updates to RAIN Advisory Committee and members.
- Coordinates with OFM BRG Coordinator on funding and expenditures.
- Serve a 15-month term (3-month overlap with newly elected Admin Liaisons).

Project Manager

- Organize events and activities.
- Coordinate with admin team to be sure resources and staffing are available for events as needed.
- Set a cadence for process and team improvements.
- Serve a 15-month term (3-month overlap with newly elected Admin Liaisons).

Appendix B – Transition Plan (Currently being developed)

Appendix C – Values

Access: Creating and advancing barrier-free design, standards, systems, processes, and environments to provide all individuals, regardless of ability, background, identity or situation, an effective opportunity to take part in, use and enjoy the benefits of: employment, programs, services, activities, communication, facilities, electronic/information technology, and business opportunities.

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.

Belonging: Your well-being is considered and your ability to design and give meaning to society's structures and institutions is realized. More than tolerating and respecting differences, belonging requires that all people are welcome with membership and agency in society. Belonging is vital to have a thriving and engaged populace, which informs distributive and restorative decision-making.

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 share 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 most 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.

Equity: The act of developing, strengthening, and supporting procedural and outcome fairness in systems, procedures, and resource distribution mechanisms to create equitable (not equal) opportunity for all people. Equity is distinct from equality which refers to everyone having the same treatment without accounting for differing needs or circumstances. Equity has a focus on eliminating barriers that have prevented the full participation of historically and currently oppressed groups.

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 is 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 of 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.

Respect: A feeling or understanding that someone or something is important, valued and should be treated in a dignified way.

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 – Annual Timeline

January

- General Membership Meeting
 - Finalize new year goals from November meeting with general members.

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.

March

- TDOV Panel

April

- General Membership Meeting
 - Announce Pride month location to GM, request volunteers during meeting and through form
 - Request volunteers to be on agency award team panel for scoring

May

- 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.
- 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
- 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 for which they were nominated.
- 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.
- 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.
- Communications publishes newsletter.
- Project Coordinator submits Annual Report to OFM.

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.
 - Agency Awards ceremony

November

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

December

- **Holiday gatherings in place of General Membership Meeting**
- Year-end celebration of accomplishments.
- Out-going elected officers' 15-month term ends.

Michaela Doelman
Michaela Doelman (Jul 26, 2024 15:10 PDT)

Michaela Doelman
Chief Human Resources Officer

Laura J. Watson
Laura J. Watson (Jul 29, 2024 09:42 PDT)

Laura Watson
RAIN Executive Sponsor










RAIN CHARTER

Final Audit Report

2024-07-29

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