



City of Boston LGBTQ Employee Resource Group

Charter

Preamble

City of Boston employees are transgender, queer, intersex, asexual, lesbian, gay, bisexual, and questioning.

LGBTQ employees represent every race, every gender, every religion, every age, and every ability.

Some of us are cabinet chiefs, some of us are interns. Some of us have been working in City Hall for more than 30 years, and some of us are new to city government.

We have come together to form an employee resource group because we believe that Boston city government should be a welcoming workplace for all LGBTQ people. We want LGBTQ employees to feel included and accepted, not only for their sexuality or gender, but also for their race, age, religion, national origin, and ability.

Article 1. Name

This organization shall be known as the City of Boston
LGBTQ Employee Resource Group.

Article 2. Mission

The City of Boston LGBTQ Employee Resource Group shall strive to:

1. foster community and networking among the City's diverse LGBTQ employees;
2. provide LGBTQ employees with opportunities to develop and grow in their professional lives;
3. create opportunities for LGBTQ employees to celebrate their identities and experiences;
4. create inclusion and acceptance in city government around LGBTQ issues

Article 3. Membership

- All staff for the City of Boston and its associated agencies are eligible to become members of the LGBTQ Employee Resource Group.
- To become a member a city employee must ask an ERG officer to add them to the membership list or consent to being added to the membership list by ‘signing in” at a membership meeting.
- All members are eligible to lead member teams, become candidates for elected office, and vote in ERG elections.
- The ERG Secretary shall keep an updated list of names and contact information of all members on a Google Spreadsheet to be shared with the membership.
- If a member wishes to remain anonymous within the group, they will not be added to the membership list and the Secretary will work with them to identify a method other than work email to communicate with them.

Article 4. Structure and Operations

- The Group shall have the following officers, serving for 1-year terms: Chair(s), Secretary, and Treasurer. The offices of Secretary and Treasurer may be held by the same person. If no one chooses to serve as Treasurer, the Secretary will take on that office's responsibilities by default.
- The Chair(s) shall:
 1. Schedule, organize, publicize, and facilitate membership meetings.
 2. Support members in the development of ERG mission by helping to organize member teams and coordinating work between member teams.
 3. Work closely with the Diversity Office.
 4. Officially represent the ERG within the City of Boston.
- The Secretary shall:
 1. Take minutes at all regularly scheduled membership meetings and distribute those minutes to the members after each meeting.
 2. Maintain the ERG membership list.
 3. Shall take on duties of Treasurer if none is elected.
- 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 the Diversity Office and properly reported.
 3. All expenditures must be approved at a membership meeting by a majority vote of attending members. First time attendees may vote.

Article 4. Structure and Operations

- ERG programming shall be led by member teams.
- A member team is a group of 2 or more members leading an initiative, project, subcommittee, or event.
- In order to support the development of the ERG in its initial stages, the ERG will be led by a team of provisional leaders until February 2019, or whenever the ERG thinks an election is necessary.
- The shape of that provisional leadership team will be ratified by the ERG in its first official membership meeting.
- The offices of Chair, Secretary, and Treasurer shall be elected positions.
- Elections shall be held every year on the second Tuesday in February. Members will vote by secret ballot via Google Form administered by the Secretary.
- If an officer resigns from office or an office is vacant, a special election meeting may be called to fill the post until the end of the current term.
- In the event of any election, members must be given notice of an upcoming election at least 4 weeks prior.

Article 5. Membership Meetings

- The LGBTQ ERG shall have monthly membership meetings. The monthly membership meeting is intended to serve as the monthly governance meeting for the ERG. The ERG should program events separate from membership meetings that occur more or less frequently than once per month (e.g. a monthly social lunch). ERG member teams may meet as often as their members choose to meet.
- Members will be kept aware of future ERG meetings via recurring Google Calendar invitation and Facebook group posting sent out by the ERG Chair(s).
- Each membership meeting will be noticed to the Diversity Office and publicly posted.
- One week prior to each membership meeting, the ERG Chair(s) will email members with a draft agenda, seeking additional agenda items from the membership.
- Membership meetings shall be facilitated by the Chair(s) of the LGBTQ ERG.
- After each membership meeting, a summary of meeting minutes shall be sent out to the group's members by the Secretary. The Secretary shall save detailed meeting minutes in a shared ERG Google Drive for members to access.

Founding Members

Alexandra Zafris

Amy Mahler

Andrea Hampel

Andrew Grace

Brad Swing

Colin Donnelly

David Burt

David Leonard

Dottie Baxter

Eliana Golding

Greg McCarthy

Jake Hasson

Jared Staley

Jessica Doonan

Jessica Morris

Jim Greene

Jimmy Santos

Jullianne Doherty

Juwan Skeens

Kim Lucas

Manuel Esquivel

Mark MacDonnell

Matt Moran

Peter Sasso

Quincey Roberts

Rich McGuinness

Robert Santiago

Rory Cuddyer

Roxanne Longoria

Sabrina Dorsainvil

Sam Chambers

Stephen Walter

Tad Read

Tariana Little

Tim Davis

Tricia Lyons