CHARTER	HispNet	YEAR	2016
Sponsor	***Gene Evans; Director of DHS Public Affairs***		
Purpose Statement and Vision	• HispNet is an employee resource group (ERG) which serves as an advisory committee to DHS Leadership, staff and community partners. • HispNet promotes access to services and equity for all Hispanic Oregonians through active advocacy and support of the DHS staff representing and serving them.		
Goals and Objectives	1. Actively advocate for the development of DHS resources, policies, services and contracts targeted to the support, safety and development of Oregon's Hispanic community. 2. Increase the awareness of Hispanic culture among DHS staff and community partners. 3. Serve as a resource and consultant to DHS staff and leadership. 4. Influence retention of Hispanic Bi-Lingual/Bi-Cultural staff in all programs of DHS. 5. Improve recruitment of Hispanic Bi-Lingual/Bi-Cultural staff. 6. Improve and influence the promotion and development of Hispanic Bi-Lingual/Bi-Cultural staff. 7. Increase knowledge and understanding of available services through DHS and other local resources. 8. Build relationships and trust among local Hispanic communities. 9. Promote the positive perception related to applying for DHS services in Hispanic communities through education and outreach efforts regarding program and practices. 10. Increase participation and engagement in HispNet from all DHS programs and regional areas. 11. HispNet will continue to meet the requirements and expectations to maintain the status as an ERG.		
Governance Structure and Election of Officials	HispNet Governance will consist of a Sponsor, District Manager, Chair, Co-Chair, Administrative Support, and a Sub-Committee. These roles will work in rhythm to assist the strategic direction of the committee as a whole. The Network will elect a Co-Chair every third quarterly committee meeting. This role will be able to serve for one year. After completion of one year, the Co-Chair will move into the Chair position, on the approval of the Sub-Committee, and a new Co-Chair will be elected by HispNet. The newly selected officials will take position effective immediately after election.		

Leadership Roles and Responsibilities	**<u>Sponsor:</u>** • Report out to Executive Directors and DHS Director the work HispNet is doing, progress and bring concerns forward as necessary. • Assist HispNet in obtaining resources and supports necessary to carry out the goals and mission. • Serve as an advisor to the committee to guide and provide feedback on direction when necessary. • Attend HispNet in person twice a year to provide their vision on the future of HispNet. • Assist HispNet to deliver the message and goals of the group within and outside DHS as permitted. • If unable to continue in this role, the sponsor is expected to assist in identifying a replacement prior to exiting. **<u>District Manager Liaison:</u>** • Serve as a liaison between the HispNet participants and District Management Leadership the progress of the group. Communicating updates, providing advocacy and support. • Attend all quarterly meetings in person. • Participate in subcommittee and workgroup meetings to move the goals and deliverables of HispNet forward. • Searching for resources to support the group in meeting goals. • Designate a representative for unscheduled absences that can serve as a backup in the role. • This is a minimum of a two year commitment. • If unable to continue in this role, the district manager liaison is expected to assist in identifying a replacement prior to exiting. • Serve as an advisor to the committee to guide and provide feedback and direction when necessary. **<u>Chair:</u>** The Chair is the central leader of the committee and shall assist in all aspects of the committee. They shall serve two years and maintain the responsibility of the following functions: • Precedence of all HispNet meetings. • Responsibility and authority customarily assigned to presiding officers. • Assist in facilitating HispNet meetings along with Co-chair and Liaison. • Responsible for directing activities of HispNet and work agendas. • Approve the dissemination of the final agenda for each meeting at least seven days prior to HispNet meeting. • Submit information to OEMS, HispNet Sponsor and any other Stakeholders to keep them informed of HispNet progress and activities. This includes the annual mandated ERG report required from OEMS. • Attend and participate in agency events and meetings as requested or identify a delegate to attend. This also includes periodic engagement of the HispNet Sponsor. • Actively facilitate and participate in the Sub-Committee meetings. • Inform the committee and HispNet leadership of any absences or need of support in the outlined responsibilities of the Chair.

Leadership Roles and Responsibilities (*Cont.)*	**<u>Co-Chair:</u>** The Co-Chair is the primary back up to the Chair and shall assist in all aspects of the committee. This role shall serve for one year, until transition to the position of the Chair after the third quarter election. They shall maintain the responsibility for the following functions in support of HispNet: • Work collectively with the Chair to meet the needs of HispNet. • Attend and Co-facilitate the HispNet meetings • Assist the Chair to develop and complete the mandated annual ERG report which is to be submitted to the OEMS office for review and approval. • In the absence of the Chair, the Co-Chair will resume responsibility for the operation of HispNet. • Responsible for updating and maintaining the HispNet website. • Actively participate in the Sub-Committee meetings. • Facilitate the Sub-Committee meetings. • Support periodic engagement of the HispNet Sponsor. **<u>Sub-Committee:</u>** Members of the Sub-Committee are selected through a voluntary process and serve for two years. They shall maintain the responsibility of the following functions: • Participate in the meetings of the Sub-Committee. • Assists to develop the agenda for the HispNet quarterly meetings. • Project Management Team: Setting and maintaining schedule and plans, identifying resources to support plans and projects as needed. • Assists to identify and invite appropriate presenters for the networking community in alignment with the goals and vision of HispNet. • Review meeting minutes within 5 days of receiving by the administrative support role(s). • Supports the goals, deliverables and objectives identified by HispNet throughout the two year term. • Provide support to HispNet leadership in achieving continued success. • Be the lead contact for a workgroup as assigned. Report out to the Sub-Committee and at the quarterly meetings the progress and status of the workgroups. • Attend all meetings including HispNet meetings and Sub-committee meetings • Acts as a liaison between the leadership team and the members of HispNet. • Advocates for the members of HispNet and assists with the accountability of committee Leadership. • Assist with the coaching and support of the HispNet leadership as appropriate. • Identify the appropriate resource to address lack of fulfillment of role/duties with any member of HispNet. • Actively support the engagement and participation of members of HispNet. **<u>Treasurer:</u>** The Treasurer shall be selected through an election process based on volunteers and shall commit to a two year service term. This role will be considered a member of the leadership team and shall retain responsibility of the following functions: • Maintain documentation and monitor fiscal activities. • Report out to the Sub-Committee and HispNet regarding ledger balance, deposits and expenses. • Attend HispNet quarterly and Sub-Committee meetings. • Stay informed and up to date regarding policies on the grant money. • Identify and procure additional sources of money as necessary in collaboration with leadership. • Assist the annual goals and deliverables of the committee through management of expenditure priorities. • Prepare the requests, proposals and applications for funding of activities.

Leadership Roles and Responsibilities (*Cont.)*	**<u>Administrative Support:</u>** HispNet shall have two people serving in the administrative support role. The administrative support role(s) shall commit to a two year service term and retain responsibility of the following functions: • Schedule all meeting rooms and take all notes during meetings. • Calendar the Sub-Committee meetings and arrange phone conference line. • Gather and maintain a record of HispNet members and contact information. • Provide Chair, Co-Chair and Members with completed meeting minutes following each meeting. The minutes shall be submitted to HispNet Leadership within two weeks for review by the Sub-Committee group. The Sub-Committee group shall review and respond within 5 days, and the final minutes shall be disseminated to the HispNet group within one month of the meeting. • Minutes should be stored where others can locate them for the purpose of preparing the annual report to be submitted to OEMS and leadership. • Maintain the HispNet email box including determining escalation as appropriate. • Update and maintain HispNet resources. • Disseminate meeting minutes, agendas and other support materials for each HispNet meeting as appropriate. • Provide transition support to the newly elected administrative support roles.
Leadership Officials (2016)	**Sponsor**: Gene Evans, Director of DHS Public Affairs **Chair**: Angelica Quintero **Co-Chair**: Brenda Duran **Administrative Support**: Rebecca Arce and Kristal De La Batalla **Sub-Committee** Ivonne Lopez — Martin Delao Rebecca Arce — Sylvia Hernandez Kristal DelaBatalla — Oscar Herrera Adriana RomeroCarrillo — Laura ViverosRivera
Membership	Members are identified as someone who initiates interest and is approved by their immediate supervisor. They are considered a liaison between their district area/region and HispNet. Membership Expectations include: • Active participation and volunteering for support activities of HispNet. • Meeting engagement, including participation in taking notes, talking points and sharing information after each quarterly meeting. • Active voting in HispNet voting decisions. Voting: • All who are in attendance at the specific meeting where a vote occurs, get a vote on that decision. • Voters would not need to register or complete any prerequisite requirements in order to vote at the meeting. • It is an expectation of meeting participants to actively vote on HispNet decisions.

Meetings and **decision process**	HispNet Quarterly Meetings: • Formal meetings are held 4 times per year and ad-hoc meetings scheduled as needed. The network will have a structured agenda known to each member before each meeting with a clearly stated purpose for each agenda item • Formal presentations will be included to inform the group as needed • Action items will be reported and minutes will be taken at each meeting Sub-Committee: • The Sub-Committee will meet monthly outside of the established quarterly HispNet meetings. These meetings are intended to support the needs of HispNet to ensure that decisions/directions which are brought to the committee are fully vetted and considered valid prior to the final committee voting. They will also assist the Chair and Co-Chair with any administrative work necessary to support HispNet meetings. • Additional meetings that may arise outside of the monthly Sub-Committee meetings must be prior approved by the Chair and Co-Chair. Elected Officers: • Elected Officers will meet in accordance to the need of the committee and the scheduled quarterly meetings. They will also connect in any needs deemed necessary to support ad-hoc situations which may arise throughout the elected year. Decision making: • Decisions will be made through a simple voting process of the members. The facilitator will ensure that each voting member present has been heard and had an opportunity to vote. ▪ When necessary the Network will seek feedback and approval from the appropriate sponsors and DHS leadership.
Communication **& Advocacy**	• HispNet will maintain an internal and external communication plan and review it every fourth quarter meeting. The details of the communication plan will be determined and maintained by the Sub-Committee, with final review and approval by HispNet. Action Items associated within each communication plan will be the responsibility of the Chair and Co-Chair to ensure completion. • HispNet will work with DHS Communications Office to implement the communication plan(s). • HispNet will maintain a strategic plan and review annually at the fourth quarter meeting, in correlation with the communication plans.
ANNUAL SIGNATURES OF EACH MEMBER OF HISPNET THAT STATES THEY ARE IN AGREEMENT AND ACCOUNTABLE TO THE ABOVE MENTIONED CHARTER	
Approved:	February 11th, 2016