ARTICLE I: OFFICIAL NAME & AUTHORITY

1.1 OFFICIAL NAME
This DHS statewide chartered body shall be known as the Hispanic Network (HispNet) originally chartered as an ERG and approved on January 21, 2016. HispNet has been an existence for over 20 years.

1.2 AUTHORITY
ERGs are recognized entities of the Oregon Department of Human Services authorized under the DHS-010-016 Employee Resource Group Policy. ERGs are administered through the Director’s Office of Equity and Multicultural Services (OEMS).

ARTICLE II: PURPOSE

2.1 MISSION
HispNet advises DHS Leadership and other committees actively seeking to support, promote awareness, and increase service access to all Hispanic/Latinx Oregonians. HispNet creates professional development opportunities for Hispanic/Latinx staff, while providing resources, information, and tools for success in their current roles.

2.2 VISION
All Hispanic/Latinx Oregonians and staff will feel welcome and safe in DHS offices and have opportunities to achieve their goals.

ARTICLE III: MEMBERSHIP

3.1 ELIGIBILITY
By policy, membership in the ERG shall be open to eligible and interested DHS employees who receive supervisory approval. The ERG shall record names, positions, locations, and contact information of all members. To become an official member, an employee must have the ERG Membership Authorization Form signed by their direct supervisor. All members are eligible to chair committees, become candidates for elected ERG office, and vote in ERG elections.

3.2 NON-DHS EMPLOYEES OR COMMUNITY MEMBERS AS GUESTS
Volunteers and community members who are not regular DHS employees may join with the permission of the Chair as “GUESTS” and have the same rights as other members except that they may not be present for confidential internal DHS discussions (as determined by officers) and may not hold ERG elected officer positions.

3.3 FOUNDING MEMBERS

ARTICLE IV: ROLES AND RESPONSIBILITIES

4.1: ELECTED OFFICERS
The following positions are elected by a simple majority vote of ERG membership every 2 years. Each Elected Officer is allowed up to 16 hours a month to attend meetings, trainings, events, and conduct ERG business as needed.

4.1.1: Chair. This individual shall:
1. Preside over all HispNet meetings;
2. Direct activities and work agendas;
3. Develop and approve quarterly meeting agenda and activities, in collaboration with the subcommittee;
4. Assign tasks and seek volunteers for work groups, projects, and DHS activities;
5. Assist members to navigate the organization;
6. Mentor Co-chair in preparation for their role as Chair;
7. Provide technical assistance and advice to other agency bodies;
8. Monitor and ensure that all recordkeeping is up to date and accurate;
9. Assist in filling subcommittee vacancies that may arise;
10. Work collaboratively with other DHS ERGs;
11. Ensure annual reporting to OEMS;
12. Ensure renewal of the charter every two years;
13. Officially represent HispNet within DHS.

4.1.2: Vice-Chair. This individual shall:
1. Assist the Chair in their duties;
2. Fill-in for the Chair in their absence;
3. Preside over all HispNet meetings with Chair;
4. Officially represent HispNet within DHS;
5. Succeed the Chair if they should be unable to carry out their duties.
6. Facilitate the monthly subcommittee meetings.

4.1.3: Administrative Assistant. This individual shall:
1. Take meeting notes and archive them;
2. Keep email list and records of membership and attendance up to date;
3. Send out communications to members;
4. Check HispNet email box and correspond on inquiries;
5. Participate on the HispNet subcommittee to develop meeting agendas and materials.

4.1.4: Treasurer. This individual shall:
1. Write grant requests to OEMS for funding of activities;
2. Assist in all grant or fundraising activities to ensure policies are followed;
3. Attend the monthly subcommittee meetings.

4.2: ADDITIONAL OFFICERS
The Chair may appoint additional non-elected officers as necessary for limited-duration roles.

4.2.1: Executive Sponsor/District Manager Liaison. This individual shall:
1. Officially represent HispNet at Leadership meetings;
2. Serve as an advisor to HispNet on communication approaches, recommendations to DHS leadership, and improvements to HispNet;
3. Promote participation and attendance of staff to managers and directors;
4. Obtain and provide resources to HispNet that align with the group’s mission and vision.

4.2.2: OEMS Liaison. This individual shall:
1. Act as an Ombudsman to the ERG;
2. Attend all HispNet meetings;
3. Assist and advise on the ERG’s mission and vision in accordance the OEMS policies;
4. Inform members of all programmatic and policy changes in OEMS that could potentially impact Hispanic/Latinx consumers and staff;
5. Communicate with other OEMS ERG liaisons about the needs, resources, and solutions presented by HispNet.

4.2.3: Subcommittee. This body shall:
1. Meet monthly to evaluate effectiveness of quarterly meetings;
2. Develop quarterly meeting agendas and materials;
3. Invite presenters and guests that contribute to the mission and vision of HispNet;
4. Be involved on HispNet work groups as liaisons to leadership;
5. Troubleshoot and provide technical assistance to work groups;
6. Advise DHS Leadership based on the discussions and approval of motions of larger HispNet group;
7. Collect, track, and archive ERG membership forms electronically;
9. Subcommittee members are comprised of elected officers, additional officers, and volunteers from the larger HispNet membership.

4.3: NOMINATION, ELECTION & REMOVAL OF OFFICERS
4.4.1: Nominations
In July of each odd calendar year, nominations for open officer positions shall be accepted from any ERG member in good standing. If the nominated party accepts, they will be placed on the ballot for the August meeting.

4.4.2: Election Meeting
Elections shall be held every odd calendar year in August for open positions by a simple majority vote of the general membership.

4.4.3: Resignation of an Officer
In the case of a resignation of an ERG Officer, a special election meeting may be held to fill the post until the end of the current term.

ARTICLE V: STATEWIDE STRUCTURE & CHAPTERIZATION
5.1 APPLYING TO BE A CHAPTER OF HispNet
Any DHS employee may complete an application to become an official local chapter of HispNet by completing the DHS Local ERG Chapter Application Form; getting HispNet Statewide Chair signature; then getting local management (e.g. – District Manager) support and signature. Paperwork should be submitted to the Office of Equity and Multicultural Services who will evaluate and approve or deny the application.

5.2: CHAPTER RELATIONSHIP TO STATEWIDE ERG
All chapters must adhere to and follow the statewide ERG Charter as well as DHS Employee Resource Group Policy. Each local chapter shall elect a Chapter Chair who will also serve on the state-wide steering body for HispNet. Each local chapter is responsible for setting local annual goals as well as assisting the Statewide ERG with achieving statewide ERG goals.

5.3: STATEWIDE STEERING COMMITTEE
The Statewide Steering Committee shall appoint a Statewide ERG Chair and Vice-Chair from the local Chapter Chairs and At-Large positions. The Statewide ERG Chair shall be responsible for holding a quarterly meeting with all Local Chapter Chairs to discuss ERG goals, progress towards goals, other issues. The Statewide Steering Committee also serves as the liaison with Central Office and OEMS.

5.4: CURRENT STATEWIDE CHAPTERS
The statewide HispNet ERG officially recognizes and supports the HispNet Chapter in District 4, which includes Linn, Benton, and Lincoln Counties. Please see the Chapter 4 Charter, attached.

ARTICLE VI: MEETINGS OF MEMBERS
6.1: REGULAR MEETINGS
Regular meetings of the members shall be held quarterly, at a time and place designated by the subcommittee. The subcommittee shall set a regular meeting schedule a calendar year in advance.

6.2: SPECIAL MEETINGS
Special meetings may be called by OEMS, the Executive Sponsor, Chair, or the Executive Committee. A petition signed by five percent (5%) of voting members may also call a special meeting.

6.4: NOTICE OF MEETINGS
E-mailed notice of each meeting shall be given to each voting member, not less than two weeks prior to the meeting. All meetings shall list a specified location, beginning and end time. The ERG shall send a notice of the meeting schedule for the calendar year to the Office of Equity and Multicultural Services (OEMS) to be posted to the intranet.

6.5: QUORUM
A quorum for a meeting of the members shall consist of at least twenty percent (20)% of the active membership for general meetings or 20% of total committee membership for Executive Officer meetings or subcommittees.

6.6: VOTING
All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place as long as there is quorum.

ARTICLE VII: REQUIRED ACTIVITIES
7.1: ANNUAL GOALS
By November 1 of every calendar year, the ERG shall update its annual goals and metrics and report them to the Office of Equity and Multicultural Services.

7.2: REPORTING & ACCOUNTABILITY
An annual report shall be written and sent electronically no later than August 1 of every year to the Office of Equity and Multicultural Services (OEMS) and to the Executive Sponsor detailing the activities of the ERG. It must also detail progress towards the annual goals set by the group.

7.3: CHARTER UPDATES & RENEWAL
This charter must be updated and sent to the Office of Equity and Multicultural Services (OEMS) for renewal and approval every two fiscal years (biennium) by July 15th. Any changes to the charter requires a simple majority vote of the general membership.
Revision History
01/21/16 – Initial
07/16/18 – Biannual revisions

Please send an electronic copy of your latest charter to the Office of Equity and Multicultural Services.
<table>
<thead>
<tr>
<th>CHARTER</th>
<th>HispNet Local Chapter, District 4</th>
<th>YEAR</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sponsor</strong></td>
<td><em>Marco Benavides; District Manager</em></td>
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</tbody>
</table>
| **Purpose and Vision** |  - HispNet Local Chapter is an employee resource group which serves as an advisory committee to District 4 Leadership.  
- HispNet Local Chapter promotes access to services and equity for the Hispanic community in District 4 through active advocacy and support of the staff representing and serving them. |      |      |
| **Goals and Objectives** | 1. Actively advocate for the development of local resources, policies, services and contracts targeted to the support, safety and development of District 4 Hispanic community.  
2. Increase the awareness of Hispanic culture among DHS/District 4 staff and community partners.  
3. Serve as a resource and consultant to DHS staff and leadership in District 4.  
4. Influence retention of Hispanic Bi-Lingual/Bi-Cultural staff in all programs of DHS/District 4.  
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/District 4 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 in District 4. |      |      |
| **Governance Structure and Election of Officials** | HispNet Governance will consist of a Sponsor/District Manager or District Administration representative. Chair, Co-Chair, and a Subcommittee member. These roles will work in partnership to assist the strategic direction of the committee.  
The elected Chair will serve for one year with an option to be re-elected for up to two more consecutive terms. Co-Chair will be in line to be the next Chair. If the current Chair is not re-elected or decides not to continue his/her role for any reason the Co-Chair will assume the Chair role. The Chair and Co-Chair positions are elected by members of the HispNet Local Chapter. The newly selected officials will assume position effective immediately after election. The role of the Chair and Co-Chair will be reflected on his/her job description. |      |      |

June 2018
<table>
<thead>
<tr>
<th>Leadership Roles and Responsibilities</th>
<th>District Manager or District Administration rep:</th>
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<tbody>
<tr>
<td>• Serve as a liaison between the HispNet participants and District Leadership.</td>
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<td>• Communicate updates, provide advocacy and support.</td>
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<td>• Report out to the District Executive Management Team (Program Manager/District Manager) the work the HispNet is doing, progress and bring concerns forward as necessary.</td>
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<tr>
<td>• Assist HispNet in obtaining resources and support necessary to carry out the goals and mission.</td>
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<tr>
<td>• Serve as an advisor to the committee to guide and provide feedback on direction when necessary.</td>
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<tr>
<td>• Attend HispNet meetings to support and guide the vision of HispNet. Usually attend during a particular agenda topic or to provide updates.</td>
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<tr>
<td>• Assist HispNet to deliver the message and goals of the group within the District and outside DHS.</td>
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<td>• Designate a representative for unscheduled absences that can serve as a backup in the role.</td>
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<tr>
<td>• If unable to continue in this role, the District Manager/District Administration rep is expected to assist in identifying a replacement prior to exiting.</td>
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<td>Chair:</td>
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<tr>
<td>The Chair is the central leader of the committee and shall assist in all aspects of the committee. They shall serve one year and can be re-elected up to two more years and maintain the responsibility of the following functions:</td>
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<tr>
<td>• Precedence of all HispNet Local Chapter District 4 meetings.</td>
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<td>• Responsibility and authority customarily assigned to presiding officers.</td>
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<td>• Assist in facilitating HispNet meetings along with Co-chair.</td>
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<td>• Responsible for directing activities of HispNet and work agendas.</td>
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<tr>
<td>• Approve the dissemination of the final agenda for each meeting at least seven days prior to HispNet meeting.</td>
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<tr>
<td>• Serve as a liaison between the HispNet Local Chapter and the Statewide HispNet.</td>
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<tr>
<td>• Attend and participate in agency events and meetings as requested or identify a delegate to attend.</td>
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<tr>
<td>• Actively facilitate and participate in the Sub-Committee meetings.</td>
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<tr>
<td>• Inform the committee and District Leadership of any absences or need of support in the outlined responsibilities of the Chair.</td>
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</table>
Co-Chair:
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 or until transition to the position of the Chair. They shall maintain the responsibility for the following functions in support of HispNet Local Chapter:

- Work collectively with the Chair to meet the needs of HispNet Local Chapter for District 4.
- Attend and Co-facilitate the HispNet meetings.
- In the absence of the Chair, the Co-Chair will resume responsibility for the operation of HispNet Local Chapter for District 4.
- Actively participate in the Sub-Committee meetings.
- Facilitate the Sub-Committee meetings.
- Support periodic engagement of the HispNet.

Sub-Committee members:
Members of the Sub-Committee are selected through a voluntary process for any specific sub-Committee task. 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
- 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 resources to address lack of fulfillment of role/duties with any member of HispNet.
- Actively support the engagement and participation of members of HispNet.

Treasurer:
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.
Leadership Roles and Responsibilities (Cont.)

- 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.

Administrative Support:

HispNet Local Chapter for District 4 shall have one staff serving in the administrative support role. The administrative support role 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 Local Chapter, District 4 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.
- 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 (2018)

Sponsor: Marco Benavides, District Manager

Chair: TBD

Co-Chair: TBD

Administrative Support: TBD

Sub-Committee: TBD
| Membership | Members are identified as someone who initiates interest and is approved by their immediate supervisor. They are considered a liaison between their district office and HispNet Local Chapter, District 4.  
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 by-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. |
<table>
<thead>
<tr>
<th>Communication &amp; Advocacy</th>
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<tbody>
<tr>
<td>• HispNet Local Chapter for District 4 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.</td>
</tr>
<tr>
<td>• HispNet will maintain a strategic plan and review annually at the fourth quarter meeting, in correlation with the communication plans.</td>
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*ANNUAL SIGNATURES OF EACH MEMBER OF HISPNET THAT STATES THEY ARE IN AGREEMENT AND ACCOUNTABLE TO THE ABOVE MENTIONED CHARTER*

Approved: <<Add date>>

*June 2018*