

## DHS Domestic and Sexual Violence Council

<b>CHARTER</b>	<b>YEAR</b>	Rev - 2018
<b>Sponsors</b>	William Baney, SSP; Marie Cervantes, APD; Stacy Lake, CW	
<b>Purpose</b>	<p>To enhance safety for victims/survivors of domestic and sexual violence, including victims/survivors of stalking, dating violence, and human trafficking by making recommendations that:</p> <ul style="list-style-type: none"> <li>• Keep victim/survivor safety as a number one priority</li> <li>• Focus on holding perpetrators accountable</li> <li>• Address the intersectional impact of privilege &amp; oppression</li> </ul> <p>Advise DHS Leadership on strategies to support the following goals/objectives:</p> <ul style="list-style-type: none"> <li>• Coordinate and enhance services, policies, resources and training.</li> <li>• Maintain and support the implementation of best practices.</li> <li>• Promote consistent, informed responses to victim/survivors, both individuals served by DHS and employees of DHS.</li> <li>• Promote consistent, informed responses to perpetrators, both clients and employees of DHS.</li> <li>• Promote workplace safety for DHS employees by using informed responses to domestic and sexual violence.</li> <li>• Engage community partners to ensure a coordinated response.</li> <li>• Support domestic and sexual violence related initiatives within DHS.</li> <li>• Identify gaps in services, data collection, resources and systems.</li> </ul>	
<b>Meeting Frequency and Design</b>	<ul style="list-style-type: none"> <li>▪ Formal meetings are held every month; subgroup and ad-hoc meetings are scheduled as needed. Regular attendance is required.</li> <li>▪ The DHS DSV Council may establish committees as it deems necessary and desirable. All committees will report back to the full Council. A member will be identified to lead or chair any committee that is constituted.</li> <li>▪ Active participation is expected during and between meetings. Each member will be expected to provide input or feedback. If members are not able to attend, they will notify the co-chairs and review the agenda, minutes, and handouts to make their recommendations known before the next meeting. The DHS DSV Council will have a structured agenda known to each member before each meeting with a clearly stated purpose for each agenda item.</li> <li>▪ Formal presentations will be included to inform the group as needed.</li> <li>▪ Action items will be reported and minutes will be taken at each meeting.</li> </ul>	

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<b>Leadership, Accountability and Responsibilities of Members</b>	<ul style="list-style-type: none"> <li>▪ Members for the DHS DSV Council and for subcommittees will be recruited through an application process or appointed as needed. New members will be approved by the Council. They will be given an orientation by the membership committee or designated members as needed.</li> <li>▪ Each member is asked to serve a two-year term as identified by the application process and may serve consecutive terms.</li> <li>▪ Members are expected to resign if they no longer want to participate or if they accept a position outside the scope of the DHS DSV Council.</li> <li>▪ Co-Chairs. Co-chairs will serve staggered terms and be chosen during the July and January meetings of the Council. If possible, one co-chair will be from DHS and one from the community. Co-chairs will serve for one year. They are responsible for setting the agendas for meetings, facilitating discussions at the Council meetings, and contacting those members who do not attend two consecutive meetings to assess their commitment to the DHS DSV Council.</li> <li>▪ Sponsors. Sponsors will be appointed by the Director of DHS. Sponsors will be act as liaisons with DHS leadership; advocate for executive support and resources; actively participate during and between meetings. Each sponsor will be expected to provide input or feedback. If sponsors are not able to attend meetings, they will notify the co-chairs and review the agenda, minutes and handouts to make their recommendations known before the next meeting.</li> <li>▪ DHS DSV Council members and ex-officio members must seek out training on domestic and sexual violence, including stalking, dating violence and human trafficking, within one year prior or six months after being named to the Council. All Council members are also expected to participate in on-going training provided during Council meetings.</li> <li>▪ DHS DSV Council members are encouraged to attend DHS DV Point meetings.</li> </ul>
<b>Composition of Governance</b>	<ul style="list-style-type: none"> <li>▪ The DHS DSV Council shall be comprised of at least fifteen voting members with no more than two thirds of the membership being DHS staff.</li> <li>▪ DHS members will be drawn from both administrative and field staff who have an interest and knowledge in this area and the support to make the time commitment.</li> <li>▪ Non-DHS members will be drawn from domestic and sexual violence service providers, culturally specific service providers, community representatives and other advocacy groups.</li> <li>▪ Membership will reflect geographic, programmatic and cultural diversity.</li> <li>▪ The DHS DSV Council can include ad-hoc and ex-officio members.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ Decisions will be made by a simple majority vote, when consensus cannot be achieved. The facilitator will ensure that each member present has voted and has been heard.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ When necessary, the DHS DSV Council will seek feedback and approval from the sponsors and DHS leadership.</li> </ul>
<b>Communication &amp; Advocacy</b>	<ul style="list-style-type: none"> <li>▪ The DHS DSV Council will maintain an annual calendar and communications plan, revised every January.</li> <li>▪ The DHS DSV Council will work with the DHS Communications Offices to implement the communication plan.</li> <li>▪ The DHS DSV Council will maintain a strategic plan.</li> </ul>
<b>Approved:</b>	