

BUILD

BLACKS UNITED IN LEADERSHIP & DIVERSITY

GUIDING DOCUMENTS

- Charter
- Bylaws
- General Operating Procedures

A business resource group for members of the Black Community and their allies.

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Background

Organizations experience greater success and creativity through a demographically diverse workforce. They are also better able to understand and meet client needs if the makeup of its workforce at all levels is reflective of the community/customer base (O'Neill, 2016). Individuals may think that "because we've read about a certain issue or engaged with a particular people, that we "get it" and can speak for something or about someone ... that we somehow know enough that we don't need their perspectives in the room" (Mariani, 2017). The reality is "[t]ime and time again, from corporations to government and other civic entities, we see missteps by leaders and organizations because they fail to consider how people of various backgrounds might view their message or be affected by a given policy" (Mariani, 2017).

Executive Order 12-02 states, "Washington State is committed to developing and maintaining a high performing public workforce that provides access, meaningful services, and improved outcomes for all citizens. In order to achieve these aims, state leaders must be able to apply diverse perspectives and experiences to the examination of the issues facing the state. Such diversity enhances the fullness of our understanding of these issues and opens opportunities for the consideration of new and better solutions."

The Black Community has made an integral, yet undervalued, contribution to the United States since Africans were brought to America as slaves. When it comes to inequality and discriminatory practices, Washington State's story is no different than the original thirteen colonies and other territories that would become states establishing the national narrative of inequity - even after the Emancipation Proclamation. Despite [invaluable contributions](#) to our state, black people were and continue to be underrepresented and underestimated in public service.

Vision

A Business Resource Group for the Black Community will change the state's narrative and give an identity and voice to current employees while enforcing policies that promote diversity, inclusion, and respect in the workplace.

Mission

Improve the experiences of Black state employees, increase representation in leadership positions, give voice to the Black perspective, and build each other up as we move forward.

Values

BUILD is firmly committed to diversity and inclusion and was formed with these values. Working together among us and with our allies is pivotal in accomplishing more than we can do individually. This spirit is at the core of what we stand for and one that needs to continue if we are to be successful.

Purpose

This Business Resource Group serves as a means to:

- Promote state government as an employer of choice supporting efforts that increase representation of individuals of the Black Community at all levels of employment.

- Better the lives of state employees through advocacy, outreach, opportunity, and advisement to the Governor and agencies on policies that affect state-employed black people, and ultimately, communities in which they live and serve.
- Contribute to a more diverse understanding of the unique, multi-faceted aspects of the Black Community in Washington State.
- Integrate the history, cultural experiences, values, and knowledge of both black people and their allies into the workforce of Washington State government.
- Provide advice and assistance to state agencies regarding strategies to hire, retain, and develop black people in Washington State government.
- Apply diverse perspectives and experiences to the examination of the issues facing Washington State. Diverse perspectives enhance the fullness of our understanding of these issues and open opportunities for the consideration of new ideas and better solutions.

Definitions

The **Black Community**, although not easy to define, is comprised of people who do not necessarily share culture, ancestry, location, or language. In America, it is the color of our skin and other physical characteristics that unites us in shared experiences.

An **ally** is a person of one social identity group who advocates and supports members of another group; typically a member of the dominant identity advocating and supporting a marginalized group (DEI Definitions and Competencies Workgroup). The term “ally” is not a noun, it is an action word. An ally is a person who *acts* in alliance.

A **state employee** is an individual who serves the Washington State Community in their professional role. State employees work for the government at the state level, i.e. agencies, higher education, boards, commissions, etc.

Description

The US Census defines this community as “Black/African American - a person having origins in any of the Black racial groups of Africa” (United States Census, 2018).

However, there are other groups of individuals in this community who have come to America from other countries such as Trinidad, England, Haiti, and Jamaica. Thus, the Census definition is not inclusive. This is why we also choose not to define this group as an African American Business Resource Group.

This community comes in various beautiful shades and tints, from rich vanilla to deep ebony. Even those whose skin color allowed them to pass as white in America to escape slavery, segregation, and other forms of racism understand the barriers against and inequities faced by the community they came from. There is an array of other stunning and distinguishing physical characteristics as well. Our cultures are rich and diverse. And so is this Community.

Goals

- Provide a professional network and opportunities aimed at increasing the number of black people in positions of leadership.
- Connect members of the Black Community with mentorship resources.

- Collaborate with other Business Resource Groups, the Commission on African-American Affairs (CAAA), and other partners.
- Bring awareness of the psychological trauma of the black experience.
- Provide information, strategies, and recommendations to State executives, management, employees, and the public regarding the Black Community perspective to the State, region, and local government and communities.
- Recruit black people to state service through outreach and educational activities.
- Retain black people by providing a support structure, and career progression assistance.
- Create an inclusive work environment for Black employees.
- Recognize, honor, and elevate Black history by planning activities that promote cultural awareness and understanding.
- Raise the level of engagement and representation of the Black Community in State government.
- Raise awareness in the community to bring to light there are opportunities for black people in state government.

Works Cited

Mariani, T. A. (2017). Why Meaningful Diversity in Government Matters. *Pacific Standard*. Retrieved from <https://psmag.com/news/why-meaningful-diversity-in-government-matters>

O'Neill, R. (2016). The importance of a diverse and culturally competent workforce. *BusiDate*, 24(3), 9-13.

United States Census Bureau. (2018, January 23). *Race: About*. Retrieved from Census.gov: <https://www.census.gov/topics/population/race/about.html>

By-Laws

BUILD is governed by a set of By-Laws that outlines the group's membership, operational processes, and scope of activities. BUILD does not act as an alternative employment mechanism for addressing employee grievances and operates in alignment with all related bargaining agreements, rules, and laws.

Membership

Membership is open to all state employees who are interested in promoting the values, principles, and activities of the BUILD. Identifying as a member of the Black Community is not a requirement of membership.

Executive Committee

- **Chair:** The Chair is the person who served as the previous years' Co-Chair. The Chair will serve a one-year term before moving to the position of Past Chair.
- **Co-Chair:** The Active Membership elects the Co-Chair. The Co-Chair will serve a one-year term before moving to the position of Chair.
- **Executive Assistants:** The Active Membership elects the Executive Assistants. The Executive Assistants will serve a one-year term. Additional terms may be consecutive.
- **Past Chair:** The position of Past Chair is served by the Chair of the previous term.
- **Executive Sponsor:** The Executive Sponsor is a non-elected position. An executive leader in state government with shared interest in the mission of the business resource group.

Removal

- An elected member may be removed from the BUILD by a majority vote of the Active Membership.
- If a member is removed, the Chair, Past Chair and/or Co-Chair will provide the host state agency a full reasoning for the removal.

Active Membership

- Comprised of Washington State employees who have attended at least one general membership meeting or event in the past six months.

Community-at-Large

- May, or may not be, state employees.
- Comprised of:
 - Individuals who have not attended a general membership meeting in the past six months.
 - Those individuals who make up BUILD's Active membership.

Roles and Responsibilities

Executive Committee

- Provide overall guidance and direction of BUILD.
- Develop general operating procedures on behalf of BUILD.

- Annually review and recommend changes to the charter and bylaws to be voted upon by the active membership. Non-substantial changes may be approved by the Executive Committee but communicated to the active membership.
- Make interim or acting appointments to vacant leadership or subcommittee lead positions as needed.
- Remove any subcommittee lead and/or member who is not acting in the best interest of BUILD or fulfilling their duties and responsibilities.

Executive Committee Officers

Chair:

- Develop, in coordination with the rest of the Executive Committee, meeting agenda.
- Act as the lead facilitator for all meetings of the Executive Committee and BUILD.
- Act as a representative of BUILD to the Executive Sponsor, leadership, and others as needed.
- Invite state agencies or other guests to BUILD meetings and activities to provide information on benefits, entitlements, or other information.
- Ensure timely completion of deliverables and elevate necessary matters to OFM.
- Provide mentoring and coaching to subcommittee leads as needed.
- Oversee (at a high level) subcommittee work.
- Serve a one-year term and then move to the Past Chair position.
- Provide training and support to Co-Chair so they can successfully assume Chair responsibilities the following year.

Co-Chair

- Develop, in coordination with the rest of the Executive Committee, meeting agenda.
- Assume the role of Chair in their absence.
- Assist the Chair with their responsibilities.
- May sit as an ad-hoc member on subcommittees.
- Serve a one-year term then assume the position of Chair.

Executive Assistants (2)

- Document and maintain all meeting notes and documentation related to BUILD.
- Schedules meeting space and disseminates information relating to BUILD.
- Develop, in coordination with the rest of the Executive Committee, meeting agenda.
- Coordinate correspondence on behalf of the Executive Committee.
- Maintain membership and attendance rosters.
- Receive input from subcommittee leads, the Executive Committee and the Executive Sponsor regarding the Activities Plan and compile the final document.
- Serve a one-year term, additional terms may be consecutive.
- After term is complete, provide training and support to individuals assuming Executive Assistant responsibilities so they can be successful in supporting BUILD.

Past Chair

- Provide training and support to Chair so they can be successful in their responsibilities as Chair.
- Assist the current Chair as needed.
- Provide continuity in the leadership and direction of BUILD.
- Complete annual report by July 31st of the year ending their term as chair.
- Facilitate the election of officers by accepting nominations, preparing all ballots, and providing oversight of the election process.
- Serve a one-year term.

Executive Sponsor

- Ideally appointed at the agency director level or above, provide executive level guidance to members of BUILD.
- Champion activities supported by BUILD by collaborating with other state agency leadership to foster their engagement and commitments of support.
- Assist BUILD to identify and capitalize on available resources to complete the BUILD Action Plan and activities.

Office of Financial Management – State Human Resources

- Provide guidance and consultation to the executive committee and serves as the principal administrative contact on behalf of OFM for external stakeholders.
- Attend monthly BRG meetings.
- Provide policy guidance for group leadership and deliverables.
- Advocate on behalf of BRG to OFM leadership.

Subcommittee Leads

- Schedule and facilitate subcommittee meetings.
- Submit recommendations from subcommittee to the Executive Committee for approval.
- Report on subcommittee activities.
- Inform subcommittee of executive decisions and BUILD activities.
- Add final materials from subcommittee to BUILD share point page.
- There are no required term limits for subcommittee leads. It is preferred for leads to assume responsibility for one year. Transitions in leadership are encouraged as part of BUILD's professional development opportunities.

Active Membership

- Assist with the advising and developing of strategies for promoting BRG goals.
- Plan and participate in the activities of the BUILD.
- Have voting responsibilities.
- Promote the values of the Black Community.
- Act as liaisons between the activities of the BUILD and communities.
- May serve on a subcommittee.

- Follow the guidelines applicable to state employees as established by state rules, regulations, and policies.
- Participate by attending at least one meeting in six months to maintain active membership status.

Note: Members who have not attended a meeting in six months will have their Active Member status changed to the Community-at-Large.

Community-at-Large

- Receive communications and updates on BRG progress.
- Promote the values of the Black Community.

Note: Members of the community-at-large do not have voting rights.

Subcommittees

Subcommittees can be created and/or dissolved at any time to fit the needs of the BRG.

Communications

Purpose:

Like BUILD as a whole, the Marketing, Communications, and Data subcommittee recognizes the disparities in our society and seeks to promote BUILD's message of support and empowerment of the Black Community to all Washingtonians. Greater representation of the Black Community within state employment at all levels from executive leadership to front-line staff is not simply overdue, it is also a business imperative. We're going to undo years of disenfranchisement by highlighting BUILD's value through face-to-face interactions, expert use of social media, and capitalizing on the impact of email.

Goals:

- Maintain a list of media contacts and proactively reach out to various media entities for upcoming events.
- Compile data on BUILD activity outcomes, impact, and success and determine where to best disseminate this information.
- Develop news stories for the BUILD quarterly newsletter and write and submit articles on a timely basis.
- Maintain and update BUILD's social networking sites (Website, Facebook, Twitter, LinkedIn, etc.) with relevant information, including but not limited to, news, event reminders, stories, and event photos.
- Act as a conduit for inquiries and questions about Black issues to organizations that support Black Americans.
- Assist Executive Committee in preparing the annual report on BUILD activities.
- Develop and deploy surveys on behalf of BUILD and analyzes, interprets and presents data to provide active member perspective on the direction of BUILD as well as policies and procedures of Washington State as an employer.

History and Activities

Purpose:

The History and Activities subcommittee recognizes the historical mental and physical on Black people who have been traditionally excluded from a positive, well-deserved narrative of our collective accomplishments and achievements. We are dedicated to correcting the record and affirming an inspirational narrative of historical Black excellence by uncovering, sharing and celebrating the stories, achievements, valor, strength and genius of the African diaspora from the Motherland, to the homeland.

Goals

- Act as a focal point, with the Chair, for state agencies to recognize, honor and value the contributions of Black people within state service and the Washington community at large.
- Support the planning and hosting of state agency-funded recognition and family events for Black people.
- Plan, develop, host, and promote Black History activities and events, including Black History Month.
- Network with community organizations.
- Develop volunteer opportunities for BUILD.
- In coordination with leadership, perform outreach on behalf of the BUILD.
- Assist with suggesting speakers for general membership meetings.

Membership Engagement and Support

Purpose:

Our purpose is to greet and welcome new and/or existing BUILD members and allies. To connect members with resources and information for personal and professional use. To provide a space to build relationships and promote equality an inclusion amongst our communities. To amplify the importance of becoming more involved with BUILD.

Goals:

- Welcome new members to and engage existing members with the BUILD community.
- Assist in developing information for Black state employees.
- Provide ally resources and support.
- Solicit feedback from new employees on what they desire from BUILD.
- Develop and deploy BUILD's annual survey to receive feedback from members on BUILD's activities, how BUILD is performing, and what they desire to see in the future from BUILD.

Policy and Data

Purpose:

The BUILD Policy & Legislative Subcommittee seeks to improve the lives of state-employed BIPOC (Black Indigenous People of Color) by addressing the disparities in the Black Community by way of making policy recommendations to the Governor and state agencies with respect to desirable changes in state programs and law, especially in the areas of career development, training, and other conditions of employment. We will train our subcommittee members to track and report on

legislation to the general membership, and engage in supporting and providing feedback to appropriate state agencies on the potential impacts to the black community on both existing and proposed laws and rules.

Goals:

- Track, analyze and report on bills of interest to BUILD.
- Review and respond, in collaboration with the Executive Committee, statewide policies, procedures and news that may impact the Black Community.
- Assist Executive Committee in developing and maintaining BUILD policies.

Professional Development and Leadership Support

Purpose:

The Professional Development and Leadership Support Subcommittee (PDLS) is committed to promoting equity and excellence through processes, networking, career planning and practices, mentorship, and leadership development. We are devoted to the empowerment of the Black community, and our allies, dedicated to justice and equity within all levels of state government. BUILD provides a platform for PDLS to remove barriers, increase opportunities and increase the number of black state employees.

Goals:

- Mobilize BUILD members and initiatives to assist state agencies in their efforts to recruit, mentor, and promote Black people within state service.
- Develop and maintain mentorship program.
- Develop and share informal professional development opportunities within BUILD.
- Highlight & display Black leaders across agencies within BUILD.
- Provide safe & brave spaces to support/allow state employees to have crucial conversations.

Elections

Elected Board Officers

- Chair
- Co-Chair
- Executive Assistants

Election Process

- Any Community-at-Large member may submit nominations for the elected positions (Co-Chair and Executive Assistant) to the Past Chair. Nominations must first be confirmed and accepted by the Nominee.
- The Past Chair will conduct the elections of officers prior to June 30th of each year. The elections process must be documented and approved by the Executive Committee by May 1st.
- A majority vote of the Active Membership will determine the Elected Officers. Ties will be broken by a coin toss.

- The Elected Officers terms are from July 1 – June 30.
- The Executive Committee may appoint a member of the Active Membership into a vacant Elected Officer position in times of unexpected vacancies.

Meetings

General Membership meetings will be held every month of the year, **except** for November and December, at a time and location as specified by the Executive Committee and the General Operating Procedures. All BUILD business will be conducted in an open and transparent manner that is expected of all public servants.

Annual Meeting

The Annual Meeting of BUILD will be held in the month of October unless otherwise determined by the Executive Committee due to extenuating circumstances. At a minimum, the annual meeting must cover:

- Annual Report
- Approval of the Activities Plan
- Charter/By-Laws Update, if any

Annual Report

An annual report of BUILD's activities, budget, and overall evaluation will be completed by July 31st of each year and submitted to OFM and presented to BUILD Membership as outlined in the general operating procedures.

Records Retention

BUILD will follow all records retention policies outlined by OFM for business resource groups with its processes established in the general operating procedures.

Budget

BUILD will follow all policies regarding budget management, expenditures, and deposits outlined by OFM for business resource groups with its processes established in the general operating procedures.

Dissolution

Should the BUILD become dissolved and no longer be a functioning entity, any resources or products will be turned over to an appropriate state agency or Black support group in accordance with applicable RCW/WAC rules, and policies.

General Operating Procedures

2021 Nomination and Election Process

- 1) Elected Officers
 - a) Chair (Note: After the first general election in 2021, the Chair is not elected. The Co-Chair automatically assumes that role in accordance with the bylaws).
 - b) Co-Chair
 - c) Executive Assistants (2)

- 2) Step-by-step nomination and election process
 - a) Feb/Mar:
 - i) In the monthly General Membership meeting announce that elections are approaching.
 - Can suggest individuals refer to operating procedures for process.
 - February and March meetings: Current Chair, Co-Chair and Executive Assistant present an overview of what each position entails
 - Incumbents offer to meet with interested parties, one-on-one or in a group to discuss and answer questions regarding their positions.
 - Send materials to active membership group that explain in general what the responsibilities are of each position (can excerpt from the bylaws), and what the executive committee is looking for in a candidate.
 - b) April:
 - i) During the **first two weeks** in April: Request nominations for the Chair, Co-Chair and Executive Assistant positions from Active Members Distribution List.
 - Any Active Members of the BRG may submit nominations for the elected officer positions to the Elections Facilitators.
 - Only Active Members can be a nominee for the Chair, Co-Chair, or Executive Assistant positions.
 - The Elections Facilitators are the current Co-Chair and Executive Assistant (neither of whom will hold a leadership role in BUILD in the 2021-2022 year).
 - The nominee must communicate with their supervisor to ensure support for accepting a leadership position in the BRG.
 - All nominees must meet with the Executive Sponsor to ensure alignment with BUILD to finalize their nomination.
 - ii) During the **last two weeks** in April: After the nominee gains supervisory support, the Elections Facilitators asks them to compose some information about themselves and their

interest in the position they were nominated for.

c) May:

i) **First three weeks** in May:

- Announce (share) the nominees.
 - Provide information about the candidates and what positions they are running for.
- Allow time on the May General Membership meeting agenda to “Meet the Candidates”.
 - This time is for the candidates to meet the group and share some information about themselves, why they’re interested in the nominated position, and why they would be a good for the nominated position.

ii) Voting opens the Monday after the May General Membership Meeting.

- The Elections Facilitator uses Survey Monkey (or other similar platform) as a voting mechanism.
- Survey Monkey (or other similar platform) is sent to the Active Membership (as of May) for voting on preferred candidates.
- Voting is left open through the first two weeks of June.

d) June:

i) Voting is left open from the last week of May through the first two weeks in June.

ii) Newly elected officers (Chair, Co-chair and Administrative Liaisons) are announced at the June General Membership meeting.

Meetings

General Membership meetings are scheduled from 9:00 AM to 12:00 PM on the third Thursday every month **except** for November and December.

- Secure meeting space for BUILD general membership meetings well in advance as meeting spaces for the size of BUILD general membership meetings are difficult to secure. The Chair should secure space for January through October of the calendar year after they were elected (i.e. elected in 2022 secure space for Jan-Oct 2023). This will ensure each new Chair will already have meeting space secured for the first part of their term.
- Send the meeting agenda to the community-at-large at least one week prior to the date of the meeting.
- Distribute meeting minutes to the community-at-large no later than a week after the meeting occurred.

Instructions for Running Zoom Platform for Meetings

For the individual doing the welcome and tech portion of the meeting:

Please see the welcome to BUILD and the zoom troubleshooting language provided in the agenda template with talking points on [BUILD’s Share Point](#) page. Note: only Executive Committee Members and Subcommittee Leads can access the share point page.

For the individual who will be running the tech:

1. As soon as OFM gives you “host” permissions:
 - a. Begin accepting speakers and BUILD leadership into the meeting room from the waiting room. The remaining attendees can be accepted into the meeting no earlier than 5 minutes before the start of the meeting.
 - b. Verify that leadership and presenters were given co-host access. Ask the chair if anyone else needs co-host rights.
2. You can also pin/showcase the speaker when they are presenting (so their face fills the screen instead of the slide deck (unless the information on the slide is necessary for viewing)), but make sure to unpin them when they are finished.
3. The first breakout is a discussion breakout typically scheduled around 10:30am to 11:30am. Begin the creation and assignment of the breakouts at 10:00am.
 - a. The rooms can be created automatically (versus manual assignment).
 - b. Do not start the breakouts before 10:30 am or before the presenter has introduced the topic to the audience.
4. Broadcast a message to let the audience know their timeline:
 - a. One message when there are 15 minutes left and then one at 5 minutes left.
5. Once everyone is back into the main group at 11:30am,
 - a. Immediately begin to create the second round of breakouts for the subcommittee meetings. You will create five breakouts, one per committee.
 - b. You will have to assign individuals manually, because it is dependent upon which subcommittee meeting an individual wants to attend.
 - i. Get a list of the subcommittee leads, you can add those names to the specific subcommittee room so the process could be a little faster.
 - ii. Suppose attendees are tech-savvy and able to rename themselves. In that case, they could add the committee they want to go to their name, and that will expedite the transferring of individuals to the appropriate breakout because you may be able to do a quick search by subcommittee when you are creating the rooms and drag the individuals to their breakout.
 - iii. I do recommend simplifying the title if attendees add it to their name, i.e., History, Communications, Membership, Policy & Development. Otherwise, you are going to have to move individuals one by one after they request which committee they want to attend.
 - c. Rename the breakouts with the name of the committees provided below. You should see the pencil icon next to the name of the breakout room; by selecting it, you should be able to change the title.
 1. Communications
 2. History & Activities
 3. Membership Engagement & Support
 4. Policy & Data
 5. Professional Development & Leadership Support

Recording Special Events/Meetings (while using virtual platforms):

To encourage honest discussion, BUILD does not record every meeting. BUILD does record special events/meetings like Black History Month, Juneteenth, and our annual meeting.

Steps to obtain link to recording:

1. The individual who is running the technology will need to press record at the beginning of the meeting and stop record at the end of the meeting.
2. The recording will then be uploaded to the cloud through OFM’s account.
3. Please email BUILD’s OFM Liaison (currently that is Altavia Jones) and request that the recording be transferred to BUILD’s YouTube Channel.
4. Once that has been completed, OFM will email a copy of the link to the recording so it can be published with the meeting minutes.

Communications

The following are communications guidelines for monthly messages:

| Month | Message | Contact |
|--------------|--|--|
| January | MLK Jr. Message | History and Activities Subcommittee about drafting message |
| February | Black History Month Proclamation | Policy and Data Subcommittee about drafting proclamation. Should be forwarded to RaShelle Davis (Gov’s Office) for finalizing. This process should begin the beginning of January so it will be ready the beginning of February. (Give process one month’s time before needed) |
| March | Women’s History Month | Interagency Committee of State Employed Women (ICSEW). If want focus on Black Women, contact History and Activities about drafting message. |
| April | Diversity Month | Joint BRG statement |
| May | <ul style="list-style-type: none"> • Asian Pacific Islander Heritage Month • Memorial Day | <p>Washington Immigrant Network (WIN) or Commission on Asian Pacific American Affairs (CAPAA)</p> <p>Veteran’s Employee Resource Group (VERG)</p> |
| June | <ul style="list-style-type: none"> • Juneteenth • Pride Month | <p>Policy and Data Subcommittee for drafting. Draft should be completed 2nd week of May. To be forwarded to RaShelle Davis (Gov’s Office) for processing.</p> <p>Rainbow Alliance Inclusion Network (RAIN)</p> |
| July | • | |
| August | • | |
| September | • | |
| October | <ul style="list-style-type: none"> • Hispanic Heritage Month • Disability Employment and Awareness Month | <p>Latino Leadership Network (LLN)</p> <p>Disability Inclusion Network (DIN)</p> |
| November | • Indigenous Heritage Month | Taja Blackhorn, if there is a Native BRG established contact them. VERG |

| | | |
|----------|---|--|
| | <ul style="list-style-type: none"> • Veteran’s Day | |
| December | <ul style="list-style-type: none"> • | |

Subcommittees

All standing subcommittees should meet on a regular basis (at least once per month outside of general membership meetings) to ensure completion of all initiatives and work activities identified in the Fundamentals Map, Activities Plan, and by the subcommittee lead(s).

All subcommittee documents will be added to [BUILD’s Share Point site](#) for record keeping and retention purposes.

Subcommittee Lead Transitions

- The chair will solicit interest from the membership each year for subcommittee lead opportunities to support transitions.
- When a person would like to step down as subcommittee lead, they can email their group for interest and vote, if necessary, on the new subcommittee lead. The chair should be kept in the loop during this process.

Annual Report

- The annual report will based on a fiscal year and will cover activities from July 1 to June 30 of each year.
- The past chair is the lead for the annual report and should include the following:
 - Outgoing message from the chair of the year covering the annual report
 - Introduction
 - Past Year Evaluation, including but not limited to:
 - Activities and events throughout the year
 - Accomplishments
 - Alignment/progress against the Fundamentals Map
 - Lessons Learned and other Key Learning Opportunities
 - Data on Membership Engagement (including data from annual survey)
 - Strategies and Goals for the Upcoming Year
 - Activities Plan
- The annual report should be presented at the annual meeting in October.
- The annual report should be submitted to OFM by the end of August.
- Final report should be added to BUILD’s share point site.

Annual Survey

The Marketing and Data and Membership and Support Subcommittees will deploy a survey to solicit feedback to be reported in the annual report. Questions will be designed to gauge if members’ needs are being met, if members are getting opportunities to grow professionally/personally, and the impact on BUILD events.

- Survey should close by June 30th.

Staffing/Operational Costs

Costs for all standard operational activities for the maintenance of BUILD will be absorbed by supporting agencies. Costs may include, but are not limited to, de minimis use of state resources, to include:

- Email
- Meeting Rooms
- Transportation
- Presentation or Handout Materials
- Staff resource time

Support for other BUILD activities such as data collection, hosting a BUILD information web site, records storage, or other costs may be funded by the supporting agencies.

Supporting Agencies

Agencies that offer direct services to state employees and are in alignment with the BUILD Charter and Activities Plan may be called upon to provide assistance, information, and services. These include, but are not limited to the following:

- Department of Enterprise Services (provides personnel action support for such services as recruitment and staff training).
- Commission on African-American Affairs (connects African-Americans to earned benefits and entitlements).
- Employment Security Department (provides employment and training services to employers and job seekers).
- State Human Resources Division (provides human resource services to agencies and state employees).

Budget

This policy has not yet been established with OFM. Once it has, BUILD will develop budget operating procedures.

Records Retention

This policy has not yet been established with OFM. Once it has, BUILD will develop records retention operating procedures.

Social Media

This policy has not yet been established with OFM. Once it has, BUILD will develop social media operating procedures.