

# Resource Group By-Laws

## **Resource Groups**

Resource Groups (RGs) are employee-led groups that support the enterprise wide Diversity and Inclusion (D&I) strategy by impacting recruitment, retention, talent development, and the community.

## **Purpose**

Resource Groups connect members of the campus community with each other, advance the mission and strategic objectives of the enterprise's D&I initiatives, and establish mutually beneficial relationships between the workforce, members of the RG, patients and families, and the communities we serve. RGs help to facilitate the achievement of our business goals and objectives by promoting safe spaces in which members of our workforce can connect with and support one another, participate in professional development, recognize achievements, and make recommendations for workplace improvements.

Resource Groups are intended to move Diversity and Inclusion initiatives forward by making recommendations that impact the workplace and the customers and communities we live in, while encouraging the continuous learning that's needed for everyone to thrive in an increasingly multicultural and diverse business environment.

The D&I Steering Committee outlines the strategic goals and provides the framework, structure and support to achieve the five pillars of the UCM annual operating plan (people, patient experience, quality and safety, finance, and long term positioning). The RGs play an active role in meeting the three strategic imperatives of the Diversity and Inclusion Strategy:

- Recruit, promote and develop faculty, leadership, staff, students and trainees who are representative of the patient populations and communities we serve.
- Build/sustain an inclusive environment that is recognized as a model for promoting respect, valuing differences between people and ideas, and encouraging engagement.
- Transform into a culturally and linguistically competent organization without variation in patient outcomes across populations as measured by stratified performance metrics, thereby advancing health equity.

While RGs are encouraged to engage in activities designed to support and improve employee and student recruitment and retention, they are not held accountable for meeting goals or metrics related to recruitment and retention.

## **Governance and Support**

### **Resource Group Work Group (RGWG)**

The Resource Group Work Group will provide guidance, support and oversight for emerging and existing RGs. Responsibilities include:

- The RGWG is the first point of contact for emerging RGs. In addition, established RGs will be assigned a Liaison from the RGWG.
- Receiving and processing applications for RGs

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- Preparing materials for submission and approval by the HR Diversity Committee and D&I Steering Committee
- Facilitating RG infrastructure (Annual Operating Plan (AOP), annual budget, marketing/communication, etc.) through a designated RGWG liaison
- Partnering with RG members to identify RG leadership and oversee appointment terms
- Facilitating institutional support, as needed
- Coordinating related programs and initiatives across departments
- Reviewing and managing approved RG governance policies
- Reviewing and approving budget expenses
- Attending meetings to facilitate and execute operations and making recommendations for improvements to RG operations

## HR Diversity Committee

The HR Diversity Committee will develop the structure and framework for RGs. Responsibilities include:

- Championing and actively supporting the RGs
- Reviewing and recommending RG application requests to send to the D&I Steering Committee
- Approving the annual allocation of financial resources
- Facilitating institutional support
- Developing strategic RG operations policies

## Diversity and Inclusion Steering Committee

The Diversity & Inclusion Steering Committee will set the strategic direction for RGs and champion their initiatives. Responsibilities include:

- Championing and actively supporting the RGs
- Approving RG governance policies
- Approving the strategic D&I initiatives that support the RG Annual Operating Plan (AOP) ensuring alignment with organizational initiatives
- Final approval for RG application requests

## Leadership Roles within the Resource Groups

### Executive Champion

Each RG will ordinarily have an Executive Champion who is a Vice President, faculty member or departmental administrator. Best practices indicate that the Executive Champion should not be a member of the target demographic of the RG. The Executive Champion will serve for a two-year term and will support the RG by:

- Serving as a liaison between the RG and upper-level management and leadership
- Promoting and advocating the RG's programs and activities
- Mentoring and counseling the RG
- Exploring funding and resource options
- Holding the RG accountable to its objectives

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## Institutional Business Partner

Each RG will be assigned an Institutional Business Partner (IBP). The IBP will support the RG by attending RG meetings and providing guidance on:

- Strategic planning
- Business plan development
- Internal and external communications
- Project management
- Analytics

## **Establishing Resource Groups:**

### Application Process:

All prospective Resource Groups must submit an application for review and approval in order to attain formal recognition of the group. Please submit questions or a completed application to [diversityoffice@bsd.uchicago.edu](mailto:diversityoffice@bsd.uchicago.edu).

### Approval Process:

The RGWG will review the application, ensure that it's complete, and provide a recommendation to the HR Diversity Committee and the D&I Steering Committee. It should be noted that the HR Diversity Committee advises the D&I Steering Committee, which has the ultimate authority to approve or reject all applications. If the application is rejected, the rationale for that rejection and guidance for improving the application will be provided. Once approved, the group will be registered as an official Resource Group and listed on the appropriate intranet sites. Official approval and recognition of RG status is required prior to soliciting recruitment of members or holding regular Resource Group meetings.

### Annual Business Plan:

RG's will actively collaborate with the Executive Champion to develop an Annual Operating Plan (AOP) that articulates the goals, objectives, proposed budget, desired outcomes and tactics for meeting these goals. There will be limited funds available to support initiatives that promote an inclusive work environment and to advance the business mission. The Diversity & Inclusion Steering Committee will provide guidance on the availability of financial resources. Each RG will be accountable for adhering to its plan. All groups are accountable to the Diversity & Inclusion Steering Committee on the use of these funds.

### Reporting

RGs will submit:

- Quarterly, one-page (suggested length) activity and planning updates to their Executive Champion and Resource Group Work Group.

In place of a fourth quarterly update, all RGs and their members will attend an annual meeting with the Diversity & Inclusion Steering Committee. During this meeting the RG Leadership will give a

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presentation and present an annual report highlighting their activities over the last year. They will also reconcile their budget. The presentation and report will include lessons learned and RG best practice recommendations. The meeting will serve as a formal mechanism for RG cross learning and identification of potential synergies and collaboration.

## Funding:

Upon submission of a budget identifying the specific uses for any requested funds, the Diversity & Inclusion Steering Committee may approve funding for initiatives supporting the strategic imperatives of the RG Annual Operating Plan. The amount provided to each group is based on the justification of the business impact. The processes of establishing funding for RG activities will occur during the creation of the Annual Operating Plan and annual budget in collaboration with the Diversity & Inclusion Steering Committee. The group must track the funds spent and report at least annually to the Diversity & Inclusion Steering Committee on the amounts spent and what was accomplished

## Open Membership:

Each recognized RG must be open to any and all members of the University of Chicago Medicine (UCM) and University of Chicago community regardless of all attributes that make each person unique, and cannot exclude any member of the UCM and University community from its activities. Specifically, RGs may not limit participation to any particular race, gender, sexual orientation, age, veteran status, ethnicity or other protected classification.

Groups are required to have a minimum of two formal membership solicitations (i.e. email blasts, meet and greet sessions, open house, etc.) per year that reach all members of the University of Chicago Medicine, Biological Sciences Division, the Pritzker School of Medicine and University of Chicago communities. The D & I Steering Committee and Executive Champion will work with marketing and communications to maximize RG outreach activities.

## Elections:

Each RG will have a leadership team that consists of a Chair, Vice-Chair and RG Coordinator, at a minimum. Elections shall occur in the calendar year following the establishment of the RG.

## Timeframe

Announcement of the annual election will be emailed to all general body members at least two weeks prior to the election. The announcement shall indicate the offices that are available and the rules to be followed during the election. This will include eligibility, offices open, and responsibilities. Each employee interested in running for an office is required to submit a nomination form. In the event of a vacancy, elections shall be held within eight weeks.

## Terms

Officers will serve for a term of two years. The outgoing Officer shall serve in an advisory role for six months. It is highly recommended that elected officers have at least two years tenure at the University of Chicago or University of Chicago Medicine. The term of the Executive Sponsor shall

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be no more than two years.

There will need to be at least two names of the ballot for each elected position in order for an election to occur. If there is only one name, the person who was nominated shall assume the roles.

## Annual Report

At the end of every fiscal year, RG's will be required to submit an annual report that documents the work that was done the previous year (See Reporting section for additional information).

## **RG Operating Guidelines:**

1. Members must be employed by or students of the University of Chicago Medicine or in the University of Chicago community.
2. Regular general body meetings will be held monthly, unless otherwise scheduled by the Chair. Meetings may be held before or after work. Meetings may also be held during the workday but must be on the employee's time (i.e. lunch hour). Within the first three months of establishment, a new RG's leadership must work with their Executive Champion, the Diversity & Inclusion Steering Committee, the HR Diversity Committee and their Institutional Business Partner to:
  - a. Create the RG AOP, to include: annual goals, objectives, reporting metrics and budget (if applicable)
  - b. Establish meeting dates and locations for the entire year
3. Membership in an Employee Resource Group is entirely voluntary. Members of the group may not pressure anyone to join.
4. The name, logo or other insignia of the University of Chicago Medicine and Biological Sciences, the Pritzker School of Medicine, or the University of Chicago may be used for group activities or events only when the Diversity & Inclusion Steering Committee formally agrees to sponsor the activity or event. Any name, logo or other insignia will need approval before being used.
5. Resource Groups are encouraged to promote their activities within the university setting. Marketing and communications materials and activities must follow all applicable and established organizational policies and procedures to uphold the enterprise's values and brand reputation.

General questions about Resource Groups or the By-laws can be directed to the [Diversityoffice@bsd.uchicago.edu](mailto:Diversityoffice@bsd.uchicago.edu).