**Affinity Groups Protocols**

In conjunction with the Office of Diversity and Inclusion, the Vice President for Diversity, and the Diversity Manager, Affinity Groups are voluntary collaborations of ethnicities, that come together to help foster an inclusive campus environment. Affinity Groups play a vital role in articulating, promoting and supporting the needs and goals of the college. Their primary focus is to develop and improve the campus climate by increasing the presence of diverse faculty and staff. The Groups can assist the college with the recruitment, retention and promotion of top diverse talent. In addition, they can help increase morale, provide insights into diverse areas, build bridges to the community and empower members. Affinity Groups also serve to spotlight the achievements and accomplishments of the college’s students, faculty, staff, and surrounding community.

**Questions to consider before starting an Affinity Group:**

* What are your group’s goals?
* Can an existing group accomplish these goals?
* Is there sufficient interest among current faculty and staff to support the new group?
* Will this offer value to college?
* What are the core values of the group?
* What are the resources needed?

**Starting Affinity Groups:**

* Set the Mission and Goals - The mission and goals should be established in collaboration with all of the group members and be linked to specific goals. Together, they should align with the college’s mission and vision as well as communicate the group’s core values and common interest.
* Identify your targeted members: Establish a list of at least five interested employees willing to volunteer to join your Affinity Group.
* Prepare a mission statement for your Affinity Group as well as the goals of the group.
* Prepare an introductory message that will be used to construct an electronic invitation that will be delivered via email blast to targeted members, and BC/FYI.
* The first meeting must be coordinated with and acknowledged by the Office of Diversity, Equity, and Inclusion.
* Establish the process for selection of a Chair/co-chairs, Vice Chair and Secretary.
* The group decides meeting schedule & time, length, location, team norms/rules, specific member roles, and frequency of meetings
* Willingness to network and collaborate with other campus Affinity Groups.
* Complete an online Affinity Group Application.

**College Resources**

* Affinity Groups shall have access to the college facilities for meetings and other services similar to other organizations such as student organizations and alumni organizations.
* Communicate the group’s efforts utilizing all available resources
* Create visibility by conducting or participating in special events
* Collaborate with the Office of Diversity, Equity, and Inclusion

**Suggested Affinity Group Activities**

* Recruit at least 5-10 new members per year
* Publish a quarterly newsletter
* Host one annual event
* Design two group activities
* Develop and maintain an annual plan of activities and events. Create measurable indicators for each area of focus within the activity plan.
* Track activities of members and progress towards achieving goals (i.e. recruitment, retention and promotion).
* Communicate the value of the activities to the organization’s administrators, leadership and members.

**Ineligibility**

* Groups who operate unethically, or oppress other Affinity Groups, intersections, and etc., are ineligible to become an Affinity Group.