

## PPM 492: Affinity Groups

### APPENDIX I UC ANR AFFINITY GROUP CHARTER TEMPLATE

<b>Appendix to UC ANR Policy and Procedure Manual Section Number and Title:</b>	492 UC ANR Affinity Groups		
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Note: The questions that appear in each section are designed to provoke thought about the issue and to act as prompts for the information the affinity group wants to include in their charter. They do not necessarily have to be answered exactly as presented.

<b>Organization Name:</b> What is the name of your affinity group?
<b>Mission Statement:</b> What is the mission of your affinity group? What is the group's purpose and what will it achieve? What values motivate that effort? What opportunities or needs exist that your group can address? What specific challenges could be most effectively addressed through this Affinity Group? How does the group's mission serve UC ANR's mission?

**Organizational Structure:** What positions of leadership exist in your affinity group? What are the roles and responsibilities of the people in those positions? How does your group conduct elections and choose new leadership? How is decision-making conducted? How does your group handle the transition between leadership? How does your group ensure that institutional memory is retained? Please do not list names of individuals in this section.

**Meetings and Events:** How often will your affinity group hold meetings and what will be the purpose of the meetings? What events will your group organize? What activities will you engage in?

**Membership:** Will this group be open to all UC ANR employees (an “open” affinity group), or will it be open only to those that identify with the population targeted by the group (a “closed” affinity group)? How does one become a member of your affinity group? What are the benefits to the members?

**Other/Miscellaneous:** Not everything an affinity group does will fit neatly into the above headings. Other sections can be added that help explain a particular group.