

# Washington Immigrant Network

## **Mission Statement**

Expand opportunities for immigrants who are current and future employees within Washington state government. Serve as a resource for all immigrants who are state employees to connect, share, and educate each other and Washington state agencies on the skills, expertise and cultural value of a diverse workforce.

Immigrant is defined as:

1. Born in a foreign country, or
2. Has a foreign-born parent

## **CHARTER**

The Washington Immigrant Network (WIN) was formed in 2017 as a business resource group for making state government an employer of choice.

## **Purpose**

WIN exists to support professional development of immigrant state employees through recognition, resource identification, and mentorship. WIN will recommend strategies to advance recruitment, retention, career progression and leadership development.

WIN will educate state agencies on the experience, skills and knowledge of immigrants and the value of a diverse workforce. WIN will educate state agencies on challenges and opportunities faced by immigrant state employees and communities served by state government.

## **Goals**

1. Retain and support immigrant state employees by providing a support structure, education, career progression and leadership development assistance.
2. Recruit immigrants to state service through outreach and educational activities.
3. Serve as a resource for Office of Financial Management State Human Resources and state agencies in creating and sustaining a diverse and inclusive workforce.

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

## **2018-2019 Focus**

1. **Hold informal networking events to help people connect and build relationships.**

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2. **Establish a mentorship program.**
3. **Improve collaboration with higher education entities for greater diversity in state government recruitments.**
4. **Hold a kick-off event to inform state employees about WIN.**

## ARTICLES AND BYLAWS

1. **Article I:** Name: The Washington Immigrant Network (WIN)
2. **Article II:** Mission, Purpose and Goals (see page 1)
3. **Article III:** Membership is open to all current and former state employees, including full-time, part-time, hourly and salaried employees who are committed to supporting and advancing the goals of WIN.
4. **Article IV:** Structure
  - **Executive Sponsor** - guides and advocates for the goals of WIN.
  - **Chair** - acts as the lead facilitator for all meetings.
  - **Vice-Chair** – assumes the role of the Chair in their absence and moves to the position of Chair after a one-year term, as determined by WIN when determining its structure.
  - **Secretary** -
    - Maintains all meeting notes and documentation related to WIN,
    - Schedules meeting space and disseminates information related to the WIN.
    - Maintains membership and attendance rosters.
  - Committees will be established in accordance with annual program goals with the addition of special subcommittees as determined by WIN leadership.  
Standing committees include:
    - Career Development
    - Recruitment
    - Retention
    - Communication & Marketing

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- WIN will be supported by an OFM State HR Statewide Workforce Planning and Strategy Specialist.
- The OFM State HR Statewide Workforce Planning and Strategy Manager will be responsible for overseeing OFM's participation in WIN.
- Communication Coordinator - Maintains WIN's website, social media presence, facilitate SharePoint site, update distribution lists and facilitate member surveys and voting, and works closely with the marketing and communications committee.

## 5. **Article V:** Elections

- Elected officers are:
  - Chair
  - Vice-Chair
  - Secretary
- Elections are held annually.
- Any current general committee member may submit nominations for the elected officer positions to the Immediate Past Chair.
- The Immediate Past Chair may vet those positions in terms of whether or not a nominee is willing to accept the nomination.
- The Immediate Past Chair will conduct the elections of officers annually.
  - All nominees who are willing to accept the nomination will be included on the ballot.
  - Voting / ballots will be set-up using SurveyMonkey®, and emailed to all members, with the support of the Communications Coordinator. This will allow all active members of WIN to vote for nominated candidates.
  - In the event the Vice-Chair is unable to move into the Chair position, balloting for this position will also be included in the annual election process.
  - The OFM State HR Statewide Workforce Planning and Strategy team will support the Steering Committee during the elections process.
  - A simple majority or a consensus of the group is required to elect any officer position.
  - In the event of a tie, a run-off election will be used to break the tie.

## 6. **Article VI:** Meetings

- A meeting calendar will be developed and distributed to committee members.
- WIN will hold one meeting per month. Agenda items will include:
  - An update report from all committees.

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- A list of planned activities in support of the Charter to include the focus of each committee.
  - Methods to measure the success and/or performance of each activity to include measurable goals that will be included in the annual report.
  - Presentation of the Annual Report.
  - All WIN business will be conducted in an open and transparent manner that is expected of all public servants.
7. **Article VII:** Amendment of By-Laws
- Amendment of By Laws will require two thirds vote of the membership.
8. **Article VIII:** Impeachment Procedures
- Any member may call for any officer to be removed from office. Impeachment from office requires a two-thirds vote.
9. **Article IX:** Dissolution
- Should WIN become dissolved and no longer a functioning entity, any resources or products will be archived and turned over to OFM State HR.