

# **CSUMB EMPLOYEE AFFINITY GROUP GUIDELINES**

## **INTRODUCTION**

Thank you for your interest in creating an Employee Affinity Group at CSUMB. An Employee Affinity Group is a group of faculty and staff linked by a common purpose, ideology, or interest. Affinity Groups play a vital role in ensuring an inclusive environment where all are valued, included, and empowered to succeed. They can provide a collective voice for faculty and staff with common interests, and are affiliated with and can receive funding support from the Office of Inclusive Excellence (OIE). As a member, you can play a vital role in ensuring an inclusive environment where all are valued, included, and empowered to succeed.

These Guidelines are intended to provide general information for employees interested in establishing an Employee Affinity Group and as a resource for any Employee Affinity Groups that currently exist. Please note that this is a working, organic document and is subject to change. If additional information is needed or you have subsequent questions, please contact the Office of Inclusive Excellence: (831) 582-3366, [bortiz@csumb.edu](mailto:bortiz@csumb.edu), or [www.csumb.edu/diversity](http://www.csumb.edu/diversity)

## **ESTABLISHING AN EMPLOYEE RESOURCE GROUP**

The success of a new Employee Affinity Group most often depends on a small nucleus of dedicated and interested employees. It takes commitment from these individuals to ensure the group organizes itself in such a way as to guarantee continuity. Below are a few helpful criteria and suggestions for establishing your new Employee Affinity Group and to assure consistency with Employee Affinity Group program objectives:

1. Contact the Office of Inclusive Excellence at [nchow-garcia@csumb.edu](mailto:nchow-garcia@csumb.edu) to get started.
2. Establish a list of interested employees willing to volunteer to join your Employee Affinity Group.
3. Identify your targeted members.
4. Prepare a draft mission statement for your Employee Affinity Group as well as the goals of the group (once finalized, will be posted on OIE website and shared with all new employees).
5. Identify a date/location for first meeting.
6. The first meeting must be coordinated with and acknowledged by the Office of Inclusive Excellence.

## **EMPLOYEE RESOURCE GROUP OPERATING PRINCIPLES**

1. Members must be employed by CSUMB.
2. The formation of the Employee Affinity Group must rely on volunteers, and efforts must stem from a grassroots nature and neither CSUMB nor members of the group may pressure any employee into joining.
3. Membership in an Employee Affinity Group shall be entirely voluntary.
4. The Employee Affinity Group must be operated exclusively for educational, civic, social and other charitable and non-profit purposes.
5. The Employee Affinity Group should be organized to assist and support CSUMB's mission by

hosting activities such as the following:

- a. Recruitment events
  - b. Community relations programs
  - c. Promoting social and intellectual enrichment
  - d. Networking opportunities
  - e. Provide alternative educational and civic activities deemed to be advantageous to the membership of the Employee Affinity Group
6. Enhance the public image and presence of CSUMB.
  7. Any programs sponsored by the Employee Affinity Group must be financially self-supporting.