

Resource Group By-Laws

Resource Groups

Resource groups (RGs) support the Diversity and Inclusion strategy that encompasses the University of Chicago Medical Center, Biological Sciences Division and the Pritzker School of Medicine (*hereafter referred to as UCM/BS*). The enterprise wide strategy was developed through facilitated sessions with clinicians, faculty, administrators, students, and staff from across the organization and includes action items and metrics for monitoring and assessing progress and goal attainment.

RGs exist to connect members of the UCM/BS with each other; advance the mission and strategic objectives of UCM/BS; and to establish mutually beneficial relationships between UCM/BS, its workforce, members of the RG, students and trainees, our clients and their families, and the communities that we serve.

Purpose

RGs are an excellent resource within UCM/BS to foster awareness, respect, and inclusion within the workplace, the services we provide to our clients and their families, and community relations. RGs are also essential resources that facilitate UCM/BS's ability to achieve its business goals and objectives. UCM/BS encourages the formation of RGs as mechanisms for members to share information, recognize achievements, and interact in a supportive and nurturing manner. They are also key collaborators in creating a culture of inclusion and equity. RGs nurture innovation and detailed cultural knowledge needed to thrive in an increasingly multi-cultural and diverse business environment. RGs move the business of UCM/BS forward by informing service-line design and development, marketing to external customers, marketing to employees as customers, human resources policies and benefits, recruitment and retention, professional development, community benefit and outreach, cultural assimilation, and supplier diversity.

UCM/BS Human Resources and the Diversity and Inclusion Steering Committee encourage and support RGs to serve as catalysts for business innovation and positive change by partnering with them to design and implement activities to achieve the five pillars of the UCM annual operating plan (people, patient experience, quality and safety, and long term positioning), and the three strategic imperatives of the Diversity and Inclusion Strategy:

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

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

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Resource Groups are a vital component of UCM/BS and its Diversity and Inclusion strategy. Our support of RGs highlights our commitment to:

- A diverse workplace
- Maintaining a culture of inclusion where employees can thrive via opportunities for gaining leadership skills and experience
- Valuing and encouraging different perspectives, styles, thoughts, and ideas

Governance and Support

Diversity and Inclusion Steering Committee

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

- Setting the annual strategic vision for RGs derived from the annual operating plan as well as the Diversity and Inclusion Strategy annual charter and three strategic initiatives
- Approve leadership training offerings for RG members
- Setting the direction on policies
- Overseeing the development of goals and objectives
- Approving RG application requests
- Approving policies
- Approving the allocation of financial resources

HR Diversity Committee

Develop the structure and framework for RGs within UCM/BS

- Develop policies
- Oversee the pilot implementation
- Oversee the initial rollout of RGs at UCM/BS

Department Business Owner

The departmental business owner will oversee day-to-day operations for Resource Groups after the initial implementation. Responsibilities include:

- Review and manage policies
- Partner collaboratively with RG members to identify Executive Champions and oversee appointment terms
- Intake and process applications for RGs
- Facilitate institutional support, as needed
- Coordinate related programs and initiatives
- Prepare materials for Diversity & Inclusion Steering Committee

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Executive Champion

Each RG will ordinarily have an Executive Champion who is a Vice-President, faculty member or departmental administrator at UCM. Resource Groups are encouraged by best practices to consider Executive Champions who do not necessarily identify with the target demographic of the group but are allies. The Executive Champion will serve for a two-year term and will support the RG by:

- Serving as a liaison between the RG and UCM/BS upper-level management and leadership by promoting and advocating RG programs and activities
- Providing mentoring and development
- Exploring funding and resource options
- Holding RG accountable to objectives

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 in:

- strategic planning
- business plan development
- annual report development
- Internal and external communications

Establishing Resource Groups:

Application Process:

All Resource Groups must submit an application for review and approval for formal recognition of the Resource Group. Please submit questions or a completed application to resource.groups@uchospitals.edu. For more information see Appendix A.

Approval Process:

The HR Diversity Committee will review the application, ensure its completeness, and provide a recommendation to the Diversity & Inclusion Steering Committee. It should be noted that the HR Diversity Committee is advisory to the Diversity & Inclusion Steering Committee, who ultimately has authority to approve or reject all applications. If the application is rejected, the rationale for that rejection and guidance on how to improve the application will be provided. Once approved, the group will be registered an official resource group. Company supported and sponsored Resource Groups will be listed on the UCMs intranet sites. Official approval and recognition of RG status is required prior to soliciting recruitment of members or holding regular employee resource group meetings.

Annual Business Plan:

RG's will actively collaborate with the Institutional Business Partner to develop an annual business plan 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 of UCM. 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 Steering Committee on the use of these funds.

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Reporting

RGs will submit:

- Monthly one-page (maximum length) activity and planning updates to their Executive Champion.
- Three quarterly two-page (maximum length) updates to the HR Diversity Committee.

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 co-chairs of each RG will give a 10-minute presentation (maximum length) and present an annual report (maximum of 3-pages) highlighting their activities over the last year. They will also submit a 1-page financial report. 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 synRGies and collaboration. The meeting will also include a formal leadership training opportunity for RG members.

Funding:

At the discretion of UCM/BS and with the approval of the Diversity & Inclusion Steering Committee RGs may be approved for limited 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 UCM/BS. 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 business 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 and Biological Sciences Division and the Pritzker School of Medicine, regardless of all attributes that make each person unique, and cannot exclude any member of UCM/BS 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 and Pritzker School of Medicine communities. The Diversity & Inclusion Steering Committee and Institutional Business Partner will work with marketing and communications teams at UCM/BS to maximize communications efforts for RG activities.

Elections:

Each RG will have a leadership team that consists of a Chair, Vice-Chair and secretary, at a minimum. Elections shall occur within 60 days of formal recognition and occur annually thereafter. New officers will assume their positions the 60 days after the election.

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A. Timeframe

Announcement of the annual election will be emailed to all general body members at least four 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.

B. 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 UCM. The term of the Executive Sponsor shall 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.

RG Operating Guidelines:

1. Members must be employed by or students of the University of Chicago Medicine, BSD within the University of Chicago or the Pritzker School of Medicine.
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). During the first 6-9 months of a new RG, the RG leadership must work with their Executive Champion, the Diversity & Inclusion Steering Committee, the HR Diversity Committee and their Institutional Business Partner to:
 - a. Establish a general purpose and mission
 - b. Establish the process to elect officers
 - c. Establish meeting dates and locations for the entire year
 - d. Annual goals, objectives and reporting metrics
3. Membership in an Employee Resource Group is entirely voluntary. UCM nor members of the group may pressure any employee into joining.
4. The name, logo or other insignia of the University of Chicago Medicine and Biological Sciences, and the Pritzker School of Medicine may be used for group activities or events only when the Company (through the Diversity & Inclusion Steering Committee) formally agrees to sponsor the activity or event.