

Show-Me Alliance Charter

To effectively serve all Missouri citizens, we must listen to the opinions and values of all constituents and ensure Missourian's investments are used wisely. This means maintaining a diverse and psychologically safe work environment where all employees can openly share and challenge "the way things have always been done" to adapt to the diverse needs of Missourians. When employees feel a sense of belonging at work, they become more attached to their organization and their occupation.

Purpose & Objectives

The Show-Me Alliance will function as the primary forum for the Executive Branch to collaborate and advance Inclusion and Diversity (I&D) efforts in each of the 16 departments. The Show-Me Alliance will meet quarterly (i.e. March/June/Sept/Dec) and share knowledge, information, and best practices among the agencies in support of all I&D activities. The objective of the Show-Me Alliance is to provide constant and consistent support to all 16 state departments on I&D activities to achieve awareness, alignment, action, and advocacy.

The Show-Me Alliance will engage in (but is not limited to) the following activities:

- Discuss I&D needs among departments
- Discuss creative solutions to common challenges
- Understand and meet the I&D initiatives specific to each department
- Agree upon and set deadlines for I&D related activities
- Collaborate on fulfilling data requests, as needed, to the best ability of the group
- Interact with other statewide workgroups as opportunities arise (e.g. mental health)
- Work with Office of Equal Opportunity (OEO) to maintain a list of I&D-interested staff/allies for state government

Membership and Member Expectations

The Show-Me Alliance membership will include at least one member from each department (16), an additional representative from OA's Office of Equal Opportunity (OEO) (1), and an additional representative from OA's Operational Excellence (1). Missouri Leadership Academy alumni from the I&D teams will act as advisors at meetings, as able. A workgroup membership list will be maintained.

Board members will serve minimum two (2) years on the Alliance. Team members should serve minimum one (1) year. Time commitment outside of meetings includes spending time with department directors on updates and/or requests for Alliance, before/after each meeting.

Each Cabinet leader is responsible for sending one member from their department. If current member is unable to fulfill their responsibilities to the Alliance, the member will work with their department's director to identify a replacement.

Member Qualifications

Representatives from each agency should meet one or more of the following criteria:

- A full-time employee of SOM and be in good standing for 6 months
- Has a direct line of communication to their department's Director
- In a leadership position or position of influence
- Empowered to make change in their agency
- Has passion or experience working with I&D efforts
- Can commit to time needed for Alliance work

Member Responsibilities

The Show-Me Alliance will elect annually a Chair, Co-Chair, and Secretary. If the Chair becomes vacant during their term, the Co-Chair shall assume the duties until the next term. If the Co-Chair or Secretary becomes vacant during their term, the position shall be filled by majority vote (one vote per member) at the next meeting.

1. Chair:

- Facilitates each meeting.
- Requests agenda items at least 30 days prior to each meeting.
- Tracks agenda items throughout the year.
- Brings forward motions to achieve group consensus.
- Communicates relevant information to OA's Director of Operational Excellence and Cabinet Members.
- Meets with alliance officers as needed on regular basis to discuss membership activity.
- Communicates accomplishments at least annually to Governor's Office.
- Performs all other duties of a Team member.

2. The Co-Chair:

- Performs tasks of the Chair as needed.
- Meets with alliance officers as needed on regular basis to discuss membership activity/renewal.
- Discusses terms with each team member and manages term list.
- Assumes the Chair role if the Chair vacates the position prior to the end of term.
- Performs all other duties of a Team member.

3. Secretary:

- Schedules meeting dates at least 90 days in advance, and schedules more frequent meeting dates as needed.
- Solicits and gathers I&D updates from each department representative.
- Distributes department updates prior to meeting with agenda.
- Meets with Alliance officers as needed on regular basis to discuss membership activity.
- Takes meeting notes.
- Responsible for maintaining shared space for agendas, meeting notes, membership contacts (i.e. Basecamp/Sharepoint)
- Finalizes and distributes minutes and action items within two (2) weeks after each meeting.

4. Team members:

- Meet quarterly (or more often if needed) or send proxy if unable to attend.
- Vote on board membership/issues as needed.
- Be fully prepared to participate by having read all materials attached to the agenda.
- Report I&D updates to Secretary four (4) weeks prior to each quarterly meeting.
- Work to achieve a consensus when a decision is required by the Alliance.
- Develop, refine, and operationalize the goals and objectives for the Alliance.
- Communicate I&D issues and opportunities as they arise to the Alliance and their respective departments.
- Briefs department director within three (3) weeks of the quarterly meeting of meeting notes and issues discussed.
- Have working knowledge of their department's 3-in-6 and 4-As work and update Alliance on progress.

5. OEO representative:

- Attends meetings but is not a voting member.
- Works with Chair to bring specific statewide initiatives to the Alliance.

- Reports out each meeting to I&D statewide efforts from OEO specifically.
 - Ensures I&D calendar is updated yearly.
6. **Operational Excellence representative:**
- Attends meetings but is not a voting member.
 - Consults on project management process.
 - Tracks statewide progress of I&D efforts.
7. **Advisors:**
- Attend meetings but is not a voting member.
 - Give advice.
 - Continue momentum for agenda items.

Alliance Operating Guidelines

The Show-Me Alliance will operate under the following guidelines:

- Members will treat each other with respect. Show-Me Alliance discussions will be most effective when there is psychological safety and candor among the members.
- Members will share relevant and important information from their respective departments to support Show-Me Alliance discussions.
- Members will share agendas and meeting notes with their management teams and colleagues.
- Members will review the Show-Me Alliance charter annually, revise if necessary, and submit the charter to the department directors for final approval.