

WCSAP RISING DREIM CHARTER

The WCSAP Board of Directors and Leadership delegates authority to the WCSAP Rising DREIM Team to lead the Washington Coalition of Sexual Assault Program's (WCSAP) Diversity, Racial Equity, and Inclusion (DREI) Initiative goals. These goals are to end institutionalized racism and create a community that is enriched by its diverse cultures with full participation by all. The WCSAP Rising DREIM Team works to implement DREIM Team goals within WCSAP, support member agencies in implementing DREIM goals, and support the development of WCSAP as a multicultural and anti-racist entity.

I. ROLE OF WCSAP RISING DREIM TEAM

Assist WCSAP in becoming an anti-racist organization that makes equitable and anti-racist decisions for sustainable change by proposing ideas to leadership and the Board as follows:

- A. Identifying opportunities to address institutionalized racist practices, programs, and policies within WCSAP.
- B. Developing structures and processes to engage diverse communities and promote accountability to our communities and membership.
- C. Understanding that the work is adaptive and long-term and maintaining the long-term vision.
- D. Creating learning opportunities around WCSAP Rising DREIM Team and Undoing Institutionalized Racism (UIR) and supporting the achievement of WCSAP's anti-racist principles.
- E. Serving as consultant(s) and collaborative partners with leadership, peers, and members of the Coalition.
- F. Serving as intermediaries, as appropriate, to address internal WCSAP Rising DREIM Team concerns.
- G. Supporting development and implementation of the Coalition's annual Equity Work Plan, including specific items for which the WCSAP Rising DREIM Team will be responsible.
- H. Providing support for Racial Equity Toolkit application, Inclusive Outreach and Public Engagement (IOPE), and other technical support.
- I. Conduct regular self-assessments of the DREIM Team's effectiveness.

II. RESPONSIBILITIES

WCSAP Rising DREIM Team Members

Are strong, courageous and diverse people working toward the same goals through the lens of Diversity, Racial Equity and Inclusion. WCSAP Rising DREIM Team Members agree to:

- A. Recognize and develop our own personal understanding of race and culture and how we play a part in either perpetuating or undoing racism.
- B. Focus on strategic next steps to achieve long-term institutional change.
- C. Practice WCSAP values and competencies including:
 - i. recognizing racism and how it affects BIPOC (Black, Indigenous and People of Color);
 - ii. ability to openly discuss internalized racial oppression (inferiority and superiority);
 - iii. understanding the effects of white supremacy and white privilege and how accountability is essential in this work; specifically, understanding intersectionality and why we lead with race;

- iv. learning how to be aware of racial biases and inequities and recognizing our role as gatekeepers.
- D. Prioritize and attend standing meetings and trainings, and be accountable for applying this work. Individual commitment by all staff to attendance is integral to WCSAP capacity building.
- E. Mentor new WCSAP Rising DREIM Team members.

WCSAP Rising DREIM Team Leadership: Facilitators and Notetakers

Facilitator and Notetaker will rotate on a quarterly basis. In addition to the responsibilities of all WCSAP Rising DREIM Team members, the responsibilities of the Facilitators are to:

- A. Collaborate, with accountability, to the WCSAP Rising DREIM Team and WCSAP leadership in alignment with the Annual Equity Work Plan.
- B. Ensure the efforts of the WCSAP Rising DREIM Team to implement Diversity, Racial Equity, and Inclusion initiatives are centered in the **principles**, values, mission, and goals of WCSAP and its strategic plan.
- C. Support the development of racial literacy and equity of WCSAP Rising DREIM Team..
- D. Collaborate to develop and implement the Annual Equity Work Plan, in conjunction with agency Leadership and the full DREIM Team.
- E. Collaborate on development and implementation of the WCSAP Rising DREIM Team budget, and practice budget stewardship.
- F. Present WCSAP Rising DREIM Team activities to the WCSAP membership and Board meetings twice per year (Spring and Fall).

Meetings

1. Facilitator develops and shares agendas for WCSAP Rising DREIM Team meetings.
2. Facilitator convenes and facilitates WCSAP Rising DREIM Team every two weeks for a 90-minute meeting (in general, 26 times per year).
3. Notetaker takes notes to capture decision points and action steps. No personal information sharing is captured.
4. All WCSAP Rising DREIM Team members attend meeting every two weeks.

Executive Director

The responsibilities of the WCSAP Executive Director are to:

- A. Prioritize and attend standing meetings and trainings, and be accountable for applying this work.
- B. Ensure individual commitment to attendance and participation by all staff.
- C. Review and commit to the WCSAP Rising DREIM Team Charter.
- D. Adopt the WCSAP Rising DREIM Team Annual Equity Work Plan and ensure budget support.
- E. Set up structures to implement WCSAP Rising DREIM Team recommendations.
- F. Incorporate an assessment of candidates' commitment to WCSAP Rising DREAM Team principles in all hiring practices, including naming commitment as a required job qualification and asking questions about commitment and willingness to learn in interview questions.
- G. Incorporate WCSAP Rising DREIM Team performance objectives into leadership work plans, job descriptions, and annual performance reviews, and hold leadership accountable for implementation.

- H. Provide WCSAP Rising DREIM Team access to information and resources to fulfill their responsibilities.
- I. Share WCSAP Rising DREIM Team work with the Board, Membership, and other key stakeholders.

WCSAP Leadership

The responsibilities of the supervisors, managers, and executive leadership are to:

- A. Prioritize and attend standing meetings and trainings, and be accountable for applying this work.
- B. Ensure individual commitment to attendance by all staff.
- C. Review and commit to the WCSAP Rising DREIM Team Charter.
- D. Incorporate the responsibilities of direct reports who are WCSAP Rising DREIM Team members into each employee's individual performance work plans, allocating time and resources for WCSAP Rising DREIM Team member's full participation in completing the work.
- E. Support staff development by enabling employees to attend opportunities to participate in external and internal Diversity, Racial Equity, and Inclusion professional development activities.

III. WCSAP RISING DREIM TEAM STRUCTURE

- A. The WCSAP Rising DREIM Team consists of all WCSAP employees.
- B. Facilitators and Notetakers rotate on a quarterly basis (January, April, July, October).

IV. WCSAP RISING DREIM TEAM PROCESSES

Meetings

- A. Each WCSAP RISING DREIM TEAM meeting packet will include a written agenda, previous month's meeting notes, and relevant handouts.
- B. Meetings occur alternating weeks with regular staff meetings and during the same time frame.
- C. Attendance is documented by the Notetaker.
- D. WCSAP Rising DREIM Team members will submit agenda items to WCSAP Rising DREIM Team facilitator at least 3 working days before the meeting in which they are requesting the item to be on the agenda.
- E. Final agendas and handouts are distributed to members the working day prior to the meeting.
- F. Within one week, meeting notes will be submitted to the WCSAP Internal Share Drive in the designated WCSAP Rising DREIM Team electronic folder.

Required Reading

- A. Each year, at minimum, the WCSAP Rising DREIM Team is required to read one Diversity, Racial Equity, and Inclusion book that addresses cultural competency, disparities, institutional and/or structural racism, or organizational change as it relates to institutional racism. The first book will be So You Want to Talk About Race? by Ijeoma Oluo.
- B. The reading is selected each year by the WCSAP Rising DREIM Team.

C. Cultural awareness, anti-racist, and resiliency activities associated with the reading are integrated into WCSAP Rising DREIM Team meetings.

Professional Development

A. All WCSAP Rising DREIM Team members have both individual and team learning expectations. Each meeting there will be a standing agenda item to share back on individual professional development in the form of teach-back or sharing of individual learning.

B. All WCSAP Rising DREIM Team professional development activities are documented and tracked.

C. An annual WCSAP Rising DREIM Team training calendar is developed and approved no later than September of the current year for the following calendar year.

Subcommittees

A. Subcommittees may be formed to carry out specific WCSAP Rising DREIM Team tasks. Membership on subcommittees may include board, member agency representatives, and community members.

1. WCSAP Rising DREIM Team Work Plan
 - a. Civil/Criminal Legal Systems
 - b. Community/Transformative Justice
 - c. Education and Arts & Culture
 - d. Environment
 - e. Equitable Development
 - f. Health
 - g. Housing
 - h. Jobs/Economic Justice
 - i. Equitable Access to Services

2. WCSAP Policy
 - a. Membership and Community Engagement
 - b. Contracts and Funding
 - c. Data and Evaluation
 - d. Human Resources/Employment

3. WCSAP Rising DREIM Team Business Needs
 - a. Budget
 - b. Communications
 - c. Professional Development
 - d. Training and Events

Participation

Members are expected to participate in WCSAP Rising DREIM Team projects and subcommittees, and based on their workload, are encouraged to strategically select which projects to participate in. Although voluntary, WCSAP Rising DREIM Team responsibilities are

incorporated into WCSAP Rising DREIM Team members' annual workload/plan and activities are incorporated into regular work hours.

Orientation

Current WCSAP Rising DREIM Team facilitators are responsible for officially welcoming new members. The orientation is incorporated into the new employee on-boarding process, which the supervisor or a designated WCSAP Rising DREIM Team member will administer.

Annual Retreat

- A. The WCSAP Rising DREIM Team holds an all-day annual retreat in the Summer at the beginning of each fiscal year.
- B. The annual retreat includes current, new, and outgoing members as well as the Executive Leadership and Board members. New WCSAP Rising DREIM Team members will be partnered with current members for resource sharing, mentoring, and support.
- C. During the annual retreat, the WCSAP Rising DREIM Team will have a final review of the goals for the year, engage in professional development, and plan for the upcoming year based on WCSAP Strategic Plan and WCSAP Rising DREIM Team goals.
- D. The retreat should result in the following review of our collective impact:
 - 1. Annual WCSAP Rising DREIM Team Action Plan review.
 - 2. WCSAP Work Plan Equity Outcomes.
 - 3. Team building, relational work, and professional development.

Decision-Making and Governance

- A. Decisions are deferred until a quorum is present. A quorum is 80% of staff plus the Executive Director.
- B. WCSAP Rising DREIM Team decision-making process rests on power and fiscal analysis.

Budget

- A. The WCSAP Rising DREIM Team annual budget amount is proposed by the Team and Executive Director and approved by the Board of Directors.
- B. WCSAP Rising DREIM Team's annual budget will at a minimum include sufficient funds to cover expenditures for consultants, materials, events, accessibility and accommodations, and professional development.
- C. The WCSAP Rising DREIM Team, by consensus, will determine how the budget is allocated to Diversity, Racial Equity, and Inclusion initiatives.
- D. The WCSAP Rising DREIM Team facilitator will report on the budget quarterly, or more frequently as needed.

Accountability Measures

- A. WCSAP Rising DREIM Team members are expected to participate in committees, professional development opportunities, and other required WCSAP Rising DREIM Team activities.
- B. WCSAP Rising DREIM Team members are charged with maintaining a baseline understanding and commitment to the principles of Diversity, Racial Equity, and Inclusion, WCSAP's values, and carrying out the Diversity, Racial Equity and Inclusion initiative.

Evaluation of the WCSAP Rising DREIM Team

- A. Annually, in the Summer, the WCSAP Rising DREIM Team will engage in a self-assessment as well as an assessment administered by an external or internal neutral party. The assessment will evaluate its effectiveness in implementing DREI principles and practices, WCSAP values, and progress towards guiding the department toward achieving the vision of racial equity.
- B. The results of the evaluation will be submitted in a report form to the WCSAP Rising DREIM Team, Executive Director, and Board of Directors.
- C. The WCSAP Rising DREIM Team Charter will be reviewed for needed changes every two years.