



## Staff Community Groups Procedures

### Purpose of Staff Community Groups:

UMKC Staff Council facilitates Staff Community Groups to help UMKC staff connect with each other through common interests and topics. These groups are self-organized, interest-based groups approved through the UMKC Staff Council.

Staff Community Groups differ from [Staff Affinity Groups](#) managed by the UMKC Division of Diversity and Inclusion.

Staff Community Groups must align with the [Staff Council mission](#), [UMKC Statement of Values](#), and [UMKC Strategic Plan](#). Staff Community Groups are not exclusionary. All Staff Community Groups are open to any UMKC staff member.

The UMKC Staff Council Executive Committee and Staff Council Engagement Committee oversee Staff Community Groups, including approving their formation, managing budgets, and collaborating on scheduling/other group details.

### Formation of Staff Community Groups:

UMKC Staff Council must follow the below procedures when forming a Staff Community Group:

- UMKC staff members will submit the [Staff Community Group Proposal Form](#) via the Staff Council website. There must be at least 2 leaders/facilitators willing to do most of the initial group coordination/development.
- The Staff Council Executive Committee will vote on the proposal.
- The Staff Council Vice Chair will communicate the vote results to the applicants. If approved, the Vice Chair will delegate onboarding responsibilities to the Staff Council Engagement Committee.

### Facilitation/Management of Staff Community Groups:

Once approved, UMKC Staff Council and the established Staff Community Group must follow the below procedures for group facilitation and management:

- The Staff Community Group should select at least 1 representative to serve as the direct liaison to the Staff Council Engagement Committee. This representative is responsible for reporting updates, attendance, and other group details at Engagement Committee meetings and/or for Engagement Committee reports.
- The Staff Community Group should establish meeting times/dates/locations. Once established, the Staff Community Group facilitator(s) should send this information to the Engagement Committee to disseminate in Staff Council communications.
- The Staff Community Group facilitator(s) must record attendance at all group meetings. The facilitator(s) must report this attendance to the Staff Council Engagement Committee.
- The Staff Community Group should meet at least once per month for at least 4 months.

- The Staff Community Group can request a budget from the Staff Council Engagement Committee. This proposal process must abide by Staff Council budgetary requirements and timelines.

**Closure of Staff Community Groups:**

UMKC Staff Council and Staff Community Groups must follow the below procedures for group closure:

- The Staff Community Group must abide by all formation and facilitation/management expectations. Failure to do so may result in automatic closure of the Staff Community Group by the Staff Council Engagement Committee and/or Executive Committee.
- The Staff Community Group must have a regular attendance of 5 or more staff members. If attendance falls below this number, the Staff Council Engagement Committee, Executive Committee, and Staff Community Group leaders will discuss potential group closure.