







1. What are the group's goals? Are they aligned with the University's? With OI's strategic initiatives?
2. Can an existing group or university entity accomplish these goals?
3. How is the group different from other groups on campus?
4. Is there sufficient interest among current faculty and staff to support the new group? Is this a viable short-term and/or a

## Maintaining an Affinity Group

These guidelines have been developed to ensure clear expectations and boundaries between professional responsibilities and academic activities.

### Appointing a Chairperson

The selection of an affinity group chairperson is a volunteer role, typically filled through nominations from within the group and confirmed by the affinity group leadership team. Once the chair is selected, the OID is notified to formalize the appointment. Each affinity group chair is invited to participate in the monthly Diversity Advisory Committee (DAC) meeting. The chairs are responsible for attending these meetings and representing their affinity group, facilitating collaboration, alignment of goals, and shared learning across different groups.

### Chairperson's Responsibilities

The chairperson of an affinity group plays a pivotal role in steering the group's direction and ensuring its effective contribution to the organization's diversity and inclusion goals. The key responsibilities of the chairperson include:

**Leadership and Representation:** Acting as the primary representative of the affinity group, the chairperson ensures the group's voice is heard in broader organizational contexts, particularly in the Diversity Advisory Committee (DAC) meetings, Diversity Steering Committee meetings (DSC), New Employee Welcome Luncheon.

**Meeting Facilitation:** Organizing and leading regular meetings of their affinity group, setting agendas, guiding discussions, and ensuring productive and inclusive participation from all members.

**Liaison with OID:** Communicate regularly with OID to align the affinity group's activities with the organization's objectives and report on the group's progress and

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facilities and how to access them, visit the Event Management website at Boston College Event

Management: <https://www.bc.edu/content/bc-web/offices/auxiliary-services/sites/event-management/plan-your-event/conferences.html>.

After reviewing the available spaces, if your group decides to reserve a space managed by Event Management, please log into the Agora Portal. Under 'Common Services,' select the 'Event Space Reservation System' to proceed with making your reservation.

In addition to the event spaces managed by Event Management, affinity groups at Boston College have access to other designated locations for their activities. Groups interested in spaces such as 245 Beacon Street, the Thomas More Apartment Conference Room, and the Theology and Ministry Library can directly contact these spaces to check availability for specific dates and times. To facilitate this process, please connect with the OID's liaison for affinity groups, who can provide the necessary contact information for these additional spaces and assist you in coordinating your inquiries and reservations seamlessly.

## Event Planning: Food

For affinity group events, ordering food through Heights Express is strongly recommended. Affinity groups should contact the HR liaison dedicated to affinity groups to facilitate the purchase. This ensures a streamlined process and adherence to Boston College's policies and procedures for event catering. If you require special menus for your affinity group event, contact the event coordinator from BC Dining Services to discuss the possibilities. The OID's liaison is available to provide further support and direction if you need assistance or guidance in exploring catering options not listed on the standard menu.

If Boston College cannot accommodate your specific catering

A successful annual report should include the following sections:

**1. Annual Planning**

- a. Review, update, and prioritize goals for the short and long-term
- b. The goals, programs, projects, activities of the Group should align with its mission.
- c. Maintain an annual plan of programs, activities, and events
- d. Create a budget for each area of focus within the annual activity plan.

**2. Group successes, challenges, and overall outcomes:**

- a. Track and report on programs, activities, and progress toward



4. Other activities - please specify (one line per activity)				
Total:				