General
Faculty/Staff Resource Networks exist under the umbrella of BU Diversity & Inclusion and are a key strategy to foster and promote a healthy and supportive climate and culture for individuals engaged with issues related to diversity, equity, inclusion, justice, and full participation within the BU community.

Structure

Each FSN shall have four leaders comprised of the following positions and responsibilities:

- **Chair**: Responsible for the effective management of the FSN, including delegating to and partnering with the Vice Chair to ensure that the duties of the group are met, and activities are run smoothly and effectively.
- **Vice-Chair**: Responsible for supporting the Chair’s duties and effectiveness.
- **Treasurer**: Responsible for overseeing and tracking the budget, preparing the annual budget request, reporting year-end spending, and updating FSN members on the budget, expenses, and overall financials as appropriate.
- **Secretary**: Responsible for documenting and archiving each meeting, documenting the events and activities of the group. The Secretary will also be responsible for maintaining membership records for the FSN and serve as a moderator and administrator for the FSN listserv.

Chairs and Vice Chairs work closely with BU’s Director of Programs in BU Diversity & Inclusion who will serve as the FSN’s primary advisor.

Leadership in the FSN is a volunteer role and will require written permission to serve from unit managers, which should be submitted to the Director of Programs in BU D&I at the start of each calendar year.

Budgets:

Each FSN will provide a zero-based budget request to the Director of Programs for the following fiscal year by September 1st. Budgets that are not submitted in a timely manner will not be funded for the following year.

Election Process & Leadership Terms

**Election Process**: To Be Developed

**Leadership Terms**: In order to ensure full participation, rejuvenation of ideas and programs, and encourage many constituents to step into leadership opportunities, no leader may serve more than two consecutive terms in any single role. Likewise, no staff or faculty member
who holds a DEI professional role within their unit/school/college may serve in leadership of the FSN.

**Faculty/Staff Leadership Network**

The Leadership Network is a group that is comprised of the Chairs of each FSN. It meets once each semester with Jean Morrison, Boston University Provost and Chief Academic Officer and Crystal Williams, Associate Provost for Diversity & Inclusion and serves as a strategic resource to the Office of the Associate Provost for Diversity & Inclusion. It is through this group that any institutional concerns or recommendations should be articulated.

**Vision Statement**

Strengthening communities within Boston University.

**Mission**

[insert name of group]’s mission is to catalyze, foster, and promote a deeper sense of community among individuals who identify as [insert]—and their allies. It is crucial to the mission of this faculty and staff network that the multitude of intersectional identities that exist among us are honored, served, and elevated—both within programs, activities, and the leadership of the network as well as through the collaborations and connections the network cultivates with other FSNs and organizations on and off campus. In service of these interdependent ideals, the [insert name] FSN will create and/or connect its membership to programs, activities, and events that elevate the interests and varying intersectional identities that exist within the group. The [insert] FSN, through its dedication to supporting a strong, connected community, will help to ensure Boston University remains an institution where the differences between us are understood to be a source of mutual power, insight, and effectiveness.

**Operating Principles:** (To be developed by individual FSNs)

**Budget**

Each year, the FSN’s leadership will engage in a zero-based budgeting proposal (due August 1st), which shall articulate the FSN’s budgetary requests. This will be accompanied by a budget request outline that more fully explains the rationale undergirding the request.

There will be an additional pot of funds held in the Office of the Associate Provost for Diversity & Inclusion to which FSN’s can apply to augment their primary budgets. These funds are only accessible if the activity is fundamentally collaborative in nature, reflecting the FSN’s mission to actively respond to a broad range of intersectional identities. Allocation of these funds will be distributed on a case-by-case basis and at the discretion of BU D&I.

**Membership**
Membership is open to all staff and faculty of the Boston University community. While each FSN will have a clear focus on a specific identity or affinity-based activities, holding the identity of the FSN’s primary focus is not a requirement for membership. There are no caps regarding the number of members who can join.

**FSN Responsibilities**

Each FSN will be responsible for:

1. Holding regular (i.e.: monthly) meetings;
2. maintaining membership records;
3. maintaining a budget;
4. producing appropriate programming;
5. creating activities for members;
6. maintaining a BU-sponsored email listserv where information about the activities of the FSN can be shared;
7. ensuring that all FSN activities are posted to the University calendar;
8. communicating with membership in a timely manner, including about FSN meetings and events;

**Scope**

The FSN is not a group focused on activism, change management, or other forms of collective action, but is focused on the imperative work of enhancing the culture of Boston University and to help increase a sense of connection, belonging, and community among key stakeholders.

**Activities**

Each FSN is unique. As such, each FSN should work to develop a series of activities that are relevant, important to, and supported by its members.

The FSN will be responsible for community-building work, the creation of programs meant to engender stronger connections between Boston University stakeholders, the development of auxiliary programs that deepen knowledge and/or foster intellectual discussions, and in rare cases, working with the Director of Programs to create major institutional programs.