



## ARLT MEMBERSHIP GUIDELINES

(Updated 5/1/13)

### Team Composition:

- Designated slots for: 1 Union rep, 1 Diversity Office rep, 2 Directors, 1 HR rep, 1 Training and Development rep, 1 Evaluation rep, and 2 Managers
- 18 others members – 1 for each manager's section
- Total membership up to 27

### Selection Criteria:

- In keeping with a line staff to management ratio of approximately 9 to 1, about 16 of the members will be line staff with the other 2 being supervisors.
- The Membership Committee will pay attention to having representation from all levels of line staff.
- The team will try to maintain balance related to: race and ethnicity, gender, age, and length of service.
- Recruitment for the team is vital. All members of ARLT will carry responsibility for a broad and energetic recruitment of candidates. It will be important to stress that there will be job relief as needed.
- One member of the team may be from a contracted agency.

### Terms:

- Directors and the HR rep will have a 2 year term.
- The Diversity Office rep will have an ongoing term.
- The Training and Development rep will have an ongoing term.
- The Evaluation rep will have an ongoing term.
- All other terms will be 3 year terms. This includes the Union rep.

### Term Extensions:

- Members may extend their term for up to an additional 3 years.
- Members extending their term will be asked to commit to an extension of 1, 2, or 3 years.
- In order to maintain continuity, "approval" of a term extension will be based on the needs of ARLT taking into consideration the number of new members in any given year.

### Leave of Absences:

- If an ARLT member needs a leave of absence, their term will not be extended beyond its natural expiration date.
- If the member has not been able to return prior to the expiration of their term, they are invited to reapply when their circumstances/availability changes.

### Alumni Involvement:

- Members no longer active with ARLT will be allowed to continue with Outreach and ARLT/Managers joint workgroups as follows:
  - Outreach: this is an effort to inform others and share the message about the work; intent of the outreach work is to reach a critical mass, a base of support, allies. Caveat: previous ARLT members should team with a currently active ARLT member.

- Workgroups: we want to encourage partners in this important work and invite former ARLT members to remain on assigned workgroups after they leave the team.

### **Attendance:**

- It is expected members will attend each meeting. It is recognized that all members cannot attend all meetings for multiple reasons such as illness, vacation, need to be in court, no coverage available, or a client safety issue.
  - Membership Committee role: Members will be contacted by the membership committee after any three absences to check in.
  - Accountability/Action steps - If a member either misses 3 consecutive meetings or 4 meetings over the course of 6 months, members should consider taking a leave of absence, resign, or start attendance again. Members should try to make a decision about leave or resignation within 2 weeks of hitting this mark or ask for help in resolving any obstacles in the way of attendance.

### **Recognition Event:**

- Planning for the out-going member recognition event will rotate each year with a 3-person group working on the event to ensure continuity from one year to the next.