USAC Affinity Group Expectations and Norms

Affinity groups are open to all staff, faculty, retirees, spouses, domestic partners and dependents at the University of Richmond.

- Staff and faculty voices are equal in all affinity groups
- Affinity groups will be developed when there is a demonstrated interest with a base of staff/faculty to begin and maintain the group

Affinity groups supported and/or sponsored by USAC must be approved by the USAC Executive Board.

- Affinity groups strive to fill support and social gaps on campus with the purpose of fostering a more cohesive and connected community among University employees
- One member of the affinity group is required to attend the monthly meeting of the USAC affinity group chairs, where updates are shared, collaboration is discussed and other affinity group business is conducted. It is best if this representative is consistent at each meeting.

Affinity groups are expected to have a minimum of 1-2 events per semester, with 1 program, event or meeting per month recommended.

- Affinity groups must operate within the confines of an annual academic year budget and are strongly encouraged to utilize on-campus resources, venues, and existing/pre-scheduled events and programs in an effort to preserve financial resources for each group throughout the academic year. For 2014-2015, the budget is set at $500.
- Any expenses related to programming and events of the affinity groups should be submitted to the Affinity Group Chair for reimbursement.
- Any expenditures in excess of $150 must be approved prior to purchase or contract execution (i.e. speaker contract and honoraria, catered meal for a group, etc.)
- Expenses in excess of an affinity group’s budget will not be reimbursed and will be the responsibility of the purchaser.
The USAC Communications Chair will provide promotion assistance for events and programming; update affinity group webpages for events and resource materials; post updates on Facebook; assist with electronic and hardcopy flyers; and submit Spiderbytes.

- In addition, the Communications Chair will provide assistance with the development of materials and guidance on promotions in order for events and programming to be successful and to maintain adherence to University policies related to on-campus communications.

Affinity groups must have a written mission statement, which will be published on the USAC website and on the affinity group’s webpage

- Affinity groups will provide the Affinity Groups Chair a summary report at the end of each semester, which should include a list of events held, attendance at those events, the number of faculty/staff on their listserv, and any other notable highlights from that semester.
- Affinity groups will be reevaluated at the end of each academic year by the Affinity Groups Chair and the USAC Executive Board to ensure that campus resources are being channeled based upon the interest and needs of the campus community.

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