**City of Tacoma Affinity Group Charter Template**

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| **Purpose and Scope**  List the specific purpose and intended membership of the Affinity Group, and how it supports the Equity and Empowerment Framework. |
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| **Group Agreements*:***  List the group agreements that guide members. |
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| **Membership, Roles, and Responsibilities*:***  List the executive sponsor, executive committee members (e.g., chair or co-chairs, secretary, etc.) along with who appoints them and duration of positions on the executive committee. If applicable, list the relationship to, method, and frequency of communication with other governance groups. |
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| **Meeting Schedule and Meeting Support:**  List the established meeting schedule and who may schedule ad hoc meetings when necessary. |
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| **Charter Review and Modification *(required)***  How and when will your charter be reviewed and modified? |
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| **Signatures (*required):***  List the individuals who are authorizing the ERG’s charter. |
| **Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_**  **Revised: \_\_\_\_/\_\_\_\_/\_\_\_\_** |