



# Affinity Group 101

## About Affinity Groups

The Department of Access, Compliance, and Equal Opportunity strives to strengthen faculty and staff belonging at FIU through affinity groups. Employee-initiated affinity groups provide faculty and staff with the opportunity to share interests and experiences.

ACE encourages the creation of new affinity groups and will support the planning, implementation, and promotion of their mission-driven activities.

ACE will sponsor affinity group programming that:

- *Encourages professional development*
- *Enhances leadership skills*
- *Celebrates and fosters inclusivity*
- *Promotes cultural understanding*
- *Supports employee recruitment and retention*

## Formalizing an Affinity Group

All affinity groups are formed and operated by employees on a voluntary basis. Affinity groups are official once you have submitted the group set-up information and completed your interview with ACE.

The group must have the following:

- *One lead; One co-lead*
- *Purpose and goals*
- *Leadership roles, responsibilities, and terms of office*
- *Membership information*
- *Programs, initiatives, and activities*
- *Process of financial reporting (if dues will be collected)*

## Setting up an Affinity Group Bank Account

Affinity groups may decide to collect dues from their members. Dues which are set by the organizations, are managed exclusively by the Affinity Group's leadership and/or governing structure. Groups wishing to collect dues must open a business bank account at their financial institution of choice. For convenience, groups may open an account in on-campus financial institutions, Wells Fargo (Richard Sanchez, richard.sanchez2@wellsfargo.com) and the University Credit Union (Samoundja Jean Michel, sjeanmic@fiu.edu). The Department of ACE does not facilitate membership dues transactions, maintenance, or monitoring.

### ACE Contact

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