

RETURNED PEACE CORPS VOLUNTEERS at DOT
Employee Resource Group
ADMINISTRATIVE ADDENDUM

This document is in reference to a charter dated March 4, 2015, which was signed by the SES Sponsor Vincent Valdez, and Team Leads Parker Bennett, Chelsea Champlin, Teena Curry, Paulo Couto, Daniel Fox, Denver Sicay, and Amy Vaughters of the DOT Employee Resource Group *RPCVs at DOT*.

BE IT KNOWN that the undersigned parties, for good consideration, agree to make the changes and/or additions outlined below. These additions shall be as valid as if part of the *RPCVs at DOT* Charter.

- A. Metrics: In an effort to measure and evaluate our effort and progress, the time, date, attendance, and purpose of the event will be tracked and quantified at all *RPCVs at DOT* events or functions. All documents shall be stored and maintained utilizing SharePoint, including lists of attendees and spreadsheets of tracked data.
- B. Frequency of Meetings: All-member meetings will be held *at least* quarterly, as referenced in the Charter item IV: Members, section 2. Team Leads will meet *at least* bi-monthly or as often as deemed necessary by its members. Lastly, *RPCVs at DOT* intends to sponsor at least one event quarterly which falls under the umbrella of any of our three objectives (Networking, Advocacy, and/or Service).
- C. Meeting Conduct: We will utilize structures including drafting an agenda to follow a set template, taking attendance, and maintaining minutes at each event or meeting held by *RPCVs at DOT*. We will conserve records of these items via the group SharePoint.
- D. Role of SES Sponsor(s) or Co-Sponsors: The role of executive-level leader(s) will be three-fold. We expect that they (1) advocate for our group and serve as a liaison to DOT executive and senior leadership, as well as to provide assistance in advocating for promoting hiring of qualified *RPCVs*, (2) provide support and/or presence in our events as deemed appropriate, and (3) suggest ideas in promoting our group's mission.

No other terms or conditions of the *RPCVs at DOT* Charter are negated, included, or changed as a result of this addendum.