ENLACE

POLICIES AND PROCEDURES

Actions of Support

1. Request in writing.

2. Reviewed by the Policy and Action committee for conformance with ENLACE policies.

3. P&A Committee can propose for approval to Executive Committee.

- 4. Executive Committee can approve/disapprove and enter decision into the record.
- 5. Executive Committee can designate ENLACE members to represent the organization.

Check Approval

Any check over \$200 must be approved by the Executive Committee.

Mailing List

- 1. Confidential and not for sale.
- 2. Non-profit organizations can distribute info via ENLACE mailing list at no charge (newsletter).
- 3. Special mailing (not via newletter) must be paid by requesting organization.
- 4. For profit organizations <u>will</u> pay for distribution via mailing list.
- 5. Memorandums of Understanding will be written for exchange of services with other organizations.

Media Responses

TO BE DEVELOPED.

Newsletter Advertising/Inserts

TO BE DOVELOPED

Non-Authorized Statements/Actions of Support

- 1. Any actions, letters of support, representation that is not authorized by the Executive Committee is invalid.
- 2. The Board is authorized to decide on the appropriate action against the offender(s).

Non-Authorized Use ENLACE's Name

- 1. Non-authorized use of EnLACE's name is considered invalid.
- 2. The Board is authorized to decide on the appropriate action against the offender(s).

Organizational Records

1. Keep at least one copy of all letters, flyers, contracts, etc.

Signature Authority

1. Members cannot sign correspondence, contracts without authorization by the Executive Committee.

Statements of Support

1. Submit in writing.

2. Reviewed by the Policy and Action committee for conformance with ENLACE policies.

3. P&A Committee can propose for approval to Executive Committee.

PREPARED:

June 15, 1989

ATTENDERS:

Yajaira A., Letitia G., Juan H., Rick K., Margarita L., Dennis M.,

Yolanda S.

CALL-IN:

Anaias A.

- The above named officers, committee heads and members of ENLACE met on Saturday afternoon, July 15, 1989, to discuss the direction of the group. Various goals and activities for the organization were analyzed and evaluated.
- The group developed a priorities list of goals for the standing and current adhoc committees. This list is offered to the committees for discussion and the development of objectives or plan of action. The committees should report their discussion back to the group.
- The group developed a timeline for the organization. Each committee should review the timeline for relevant dates and report discussion back to the group.
- The committees need to recruit more members into their activities. Members should review the document to decide the committee on which they would like to serve.

GOALS

See our BYLAWS

Committee

Policy and Political Action Committee:

President (or designate) is Chair of committee through the bylaws. Chair:

- 1. Arrange for incorporation of ENLACE
 - a. Create ad-hoc committee to report to group asap.
- 2. Serve as Hosts for LLEGO regional meeting to be held in October.
- 3a. Media campaign directed to Latino media by targeting stories for print media, such as Washington Post, El Latino, Gente, etc., and interviews with radio stations, such as Radio Mundo and television station channel 5 FoxTV.
- 3b. Outreach to other gay/lesbian organizations in D.C. metro area, including MD and VA.
 - a. President will attend to the Domestic Partnership Initiative meetings.
 - b. Letitia to attend Anti-Violence Task Force meetings (3rd Weds.) to support hate crimes legislation.
 - c. Attend committee that is being developed to meet with <u>Wash</u>.

 <u>Post</u> regarding media coverage.
 - d. Participate in Gay Community Network.
- 4. Outreach to G/L Latinos in MD and VA.
- 5. Arrange for political candidates or speakers on political topics. (See also Activities committee).
- 6. Review and update the ENLACE Five Year Plan.

Fund Raising Committee:

Treasurer (or designate) is chair of committee. Chair:

- 1. End Summer Fiesta Tropical Dance.
- 2. Dia de la Raza Dance.
- 2. Christmas Dance.
- 3. February Gay "Carnaval" with one or two other gay/lesbian organizations.
- 4. Raising Resources to local AIDS groups:
 - a. Raffle -- What are legal issues involved?
 - b. Food drive to donate to local hospice/group
- 5. Latin Gay Pride Dance.

Committee cont.

Membership Committee:

Secretary (or designate) is chair of committee. Chair:

- 1. Develop information packet with brochure for new members and a follow-up protocol for new members after first meeting.
- 2. Put information on ENLACE in bookstores and other locations.
- 3. Provide discounts for members for ENLACE events.
- 4. Operation of ENLACE phone line (this is not the hotline).

Newsletter committee:

Ad-hoc committee chairs appointed by president. Chair:

- 1. Set-up regular meetings to continue bimonthly issues of newsletter.
- 2. Develop and maintain scrap-book project of ENLACE's activities.

Hotline committee:

Ad-hoc committee chairs appointed by president. Chair:

- 1. Collect phone and answering machine from Salud.
- 2. Set-up operation for hotline in July 90.
- 3. Open hotline in October 90.
- 4. Review and inform the progress Hotline.

Activities and Special Events: (list not prioritized)

President appoints chair.

- Reception for Latino community to keep in touch with leaders since our introductory reception.
- O Should have an outing/social activity at least every other month.
- 0 Keep meetings short in order to hold social hour after each one.
- O Speakers at special meetings on social or political topics such as legal issues/domestic partnerships.
- Workshop on "Homophobia" for Latino community. What is most effective avenue. Mayor's office? OLA? Can provide "hook" for AIDS outreach.
- O Provide volunteer service to community organizations.
- O Provide speaker service to schools, such as MCIP, and other agencies.
- 0 Workshop to address internalized homophobia.
- Workshop on women's issues. Who should be audience--women?, men?
- October 90. For men, open.
- O Show movies for special events.
- Last hour of regular meeting for socializing; provide food or music related to a "theme."
- Invite outside organizations to present their issues at regular or special meetings.

TIMELINE

Activity or program to be completed and person responsible.

- 0 Each month food/music related to theme
- Target publicity (radio, speaker, article) at least bimonthly
- Invite representative from another organizations to each meeting
- O Provide monthly calendar to members in newsletter

Monthly Activity

May:

- 1. Meeting, Installation of the new officers
- 2. Workshop on Spirituality or Parenting Latino community.
- 3. Planning of Gay Pride Activities
- 4. Planning of Latino Festival.
- 5. Hotline follow-up.
- 6. Newsletter preparation and mailing.

June:

- 1. Meeting, !LATIN GAY PRIDE!
- 2. Workshop on Gay Pride History and Current gay community issues
- 3. Annual Latino Gay Pride Dance
- 4. Hotline follow-up.
- 5. Gay Pride Day activities
 - a. Parade
 - b. Festival booth.

.lulv:

- 1. Meeting, !LATINO Festival!
- 2. Workshop on Washington Metropolitan Area Latino community current issues.
- 3. Hotline follow-up.
- 4. Latino Festival activities
 - a. March
 - b. Festival booth
- 6. Newsletter preparation and mailing.

August:

- 1. Meeting, Summer Vacation
- 2. Picnic.
- 3. Hotline follow-up.
- 4. Review of the Pride and Latino Festival activities.
- 5. Newsletter preparation and mailing.

Monthly Activity cont.

September:

- 1. Meeting, Hispanic Heritage.
- 2. New membership drive month.
- 3. Workshop Hispanic Heritage Week activity/outing.
- 4. Mailing list for newsletter/announcements up-to-date.
- 5. Hotline follow-up.

October:

- 1. Meeting October Dia de la Raza.
- 2. Incorporation process in motion 10/90.
- 3. Opening of Hotline
 - a. Reception to announce operation.
 - b. Invite D.C. area gay and latino organizations.
 - c. Publicity for hotline.
- 4. Workshop safe sex and AIDS Awareness month.
- 5. Interface with LLEGO or other Latin national organizations.
- 6. ENLACE sponsor internalized homophobia workshop?

November:

- 1. Enlace AIDS Memorial continues as Dia de los Muertos
- 2. Begin food drive for AIDS service/charity such as "Proyecto Julio Santos".
- 3. Thanksgiving day "family" dinner
- 4. Hotline follow-up.
- 5. Newsletter preparation and mailing.
- 6. Review of ad hoc committee for Volunteer Services

December:

- 1. Meeting theme "posadas", Guadalupe day
- 2. Christmas party
- 3. Begin planning for end of year banquet
- 4. Publicity II

Monthly Activity cont.

January:

- 1. Meeting, theme "Reyes Magos"
- 2. Review of domestic partnership issues and other political issues
- 3. Ad hoc committee Volunteer Services/Recruitment
- 4. Hotline follow-up.
- 5. Newsletter preparation and mailing.

February:

- 1. Meeting, theme Love.
- 2. Fundraising "Carnaval" with 1 or 2 other groups.
- 3. Publicity III.
- 4. Hotline follow-up. Monthly Activity cont.

March:

- 1. Meeting, nominations for officers, end-year report.
- 2. Workshop for Latino community on homophobia.
- 3. Reception for Latino community leaders.
- 4. Program of Lesbianas Latinas.
- 5. Hotline follow-up.
- 6. Newsletter preparation and mailing.
- 7. End-of-year reports -- Committees.
- 8. Apply for AIDS-Walk.

April:

- 1. Annual Meeting; ELECTIONS.
- 2. Movie
- 3. End-of-year banquet