NATIONAL
DIVERSITY COUNCIL
...a diverse community, a better nation.

State Diversity Council Roles and Responsibilities

1 Officers

Officers

President

- Reports to the Executive Director of the Diversity Council.
- Ensures that the Diversity Council mission is executed.
- Leads the Diversity Council officer team.
- Sets meeting agenda and presides over Diversity Council meetings.
- Serves as an ex-officio member of all the committees for two years.

Vice President

- Assists with special assignments as requested by the President.
- Performs the duties of the President in the absence of the President.
- Reviews all committee chair's reports and activities.

Secretary

- Maintains all Diversity Council records and ensures their accuracy.
- Performs all duties relating to meeting logistics, including conference calls.
- Sends out meeting reminders one week in advance, including distribution of the minutes of the prior meeting.
- Prepares and provides minutes of all Diversity Council meetings and conference calls.

Historian

- Maintains and preserves the history of the Diversity Council (publications, scrapbooks, etc.).
- Maintains copies of any amendments of the Code of Order.

Ex-Officio

- Served by Immediate Past President.
- Advises the President.
- Maintains voting rights.
- Serves for a two-year term.

Officers

Election of Officers

- The officers shall be elected by the Diversity Council at the first meeting following the annual Diversity Council conference.
- The officers shall serve a two-year term, and elected and rotated in staggered two-year term.
- The President and Historian will be elected on the even years with the Vice President and Secretary positions being elected in the odd years based on vacancies.
- Each officer shall hold office until his/her successor shall have been duly elected and shall have qualified or until his/her death or until he/she shall resign or shall have been removed in the manner hereinafter provided.

Officer Slate for Elections

- The Nominating Committee shall gain approval by the Executive Team and present the Slate of Officers to the Diversity Council two months prior to election.
- The Nominating Committee shall consist of three or five voting members, including current President, Ex-Officio, and other council members as appointed by the current President.
- The Nominating Committee Chairperson shall be appointed by the President and approved by the Executive Team.

Vacancy of Officer Position

- A vacancy in an officer position other than the President because of death, resignation, removal, disqualification or otherwise, may be filled by the President with a simple majority vote from the Diversity Council for the unexpired portion of the term.
- A vacancy in the President position because of death, resignation, removal, disqualification or otherwise, may be filled by the Executive Director of the Diversity Council, with a simple majority vote from the Diversity Council for the unexpired portion of the term.

Removal of Officers

An officer may be removed for the following reasons:

- A serious violation of the Rules of Conduct.
- Failure to uphold the responsibilities of the position.
- Any action so serious that it could place the integrity or credibility of the Diversity Council at risk.

Process for Officer Removal

1. Officers below the President's Level

- Any board member or officer may take a grievance directly to the Diversity Council President.
- The President will conduct an appropriate investigation and gain approval from the Executive Director of the Diversity Council.
- Should the investigation warrant, and the Executive Director of the Diversity Council is in agreement, the President will discuss the matter at hand with the officer in question, and offer the officer the option to resign.
- The President will assign an interim officer replacement for the remainder of the term in accordance with the Code of Order, Article II.J (Vacancy of Officer Position).

2. President

- Any board member or officer may take a grievance directly to the Executive Director.
- The Executive Director will conduct an appropriate investigation.
- Should the investigation warrant, the Executive Director will discuss the matter at hand with the President, and offer the option to resign.
- The Executive Director will assign an interim replacement for the position for the remainder of the term in accordance with the Code of Order, Article II.J (Vacancy of Officer Position).

2

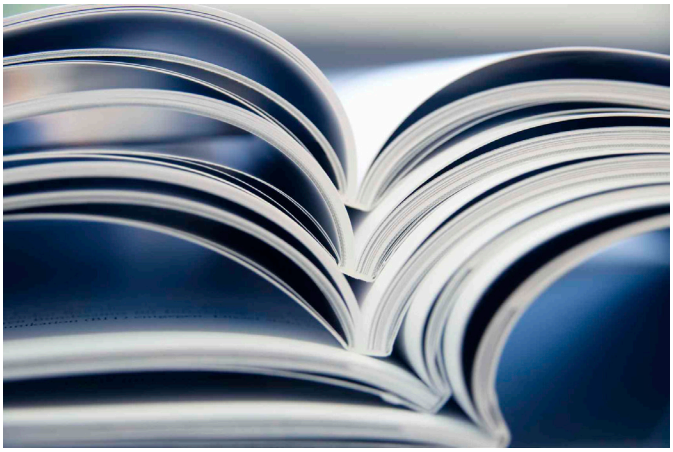
Diversity Council Committees

Core Diversity Council Committees

Activities and Events

Purpose: To identify and plan activities and events in support of the Council's Vision, Mission, and Goals such as:

- Diversity Council Meetings
- Diversity Luncheons
- Diversity Symposiums (i.e. Women's Symposium)
  -Diversity FIRST ™ Coalition
  -Other Programs
  -Community Involvement



Communications

Purpose: To provide consistent, continuous, and timely information about the Council's activities internally and externally to be successful in achieving desired results. PR/Marketing could be included as a subset of this committee, using the following as resource tools:

- Website
- Newsletter
- Magazine
- Others

Core Diversity Council Committees

Education

Purpose: To provide information and forums for the exchange thereof to enhance appreciation for and understanding of the value of diversity and inclusion. Also, develop and implement initiatives/programs that support the Council's Vision, Mission, and Goals.

The following activities could be included in this committee:

- Executive Roundtable
- Affinity Groups
- DiversityFirst Coalition
- Mentoring
- Leadership
- Attending regularly scheduled meetings.

Membership

Purpose: To attract, retain, and increase the membership of the Council. The activities that could be included in this committee are:

- Recruiting individual and corporate members.
- Retaining current members and getting them more involved.
- Increasing awareness of the council and presenting the business case.
- Attending regularly scheduled meetings.

Optional Diversity Council Committees

College

Purpose: To identify and organize programs that cater to college students within local communities. The activities include:

- Identifying and developing programs that help empower college students to become leaders in the workplace and community.
- Connecting college students with mentors and coaches who can help motivate them to become leaders in the university, workplace, and community.
- Organizing programs to assist with the transition of college to career.
- Attending regularly scheduled meetings.

CSR

Purpose: To monitor and improve the level of Corporate Social Responsibility within state markets by engaging member corporations and encouraging them to improve their responsible business and community practices. Activities include:

- Researching the corporations or major companies present in a state market and identifying what they presently do in terms of responsible business practices.
- Using researched information to make recommendations to these companies on how and where they can enhance their responsible business practices through webinars, consulting, and training.
- Organizing the Generation NEXT Youth campaign in state-markets to engage middle-schoolers on being responsible citizens,and making responsible business decisions later in life.
- Engaging state-market companies to attend/participate in the CR Summit.
- Attending regularly scheduled meetings.

Optional Diversity Council Committees

Disabilities

Purpose: To raise awareness within state markets and enhance the self-sufficiency and quality of life of disabled citizens. The responsibilities and activities include:

- Raising awareness about the Disabilities Committee and its work through newsletter article solicitation and community partnerships.
- Developing productive programs to aid in the self-sufficiency and quality of life of disabled citizens.
- Planning annual conferences/summits in state markets, that promote topics about disabled individuals in the workplace.
- Attending regularly scheduled meetings.

Energy

Purpose: To engage professionals in the energy industry in order to promote diversity and inclusion in the workplace, along with community engagement. The responsibilities and activities include:

- Promoting community engagement through newsletter article solicitation and community partnerships.
- Engaging energy organizations to enhance and develop their diversity and inclusion policies.
- Planning annual conferences/summits in state markets, that promote divesity and inclusion policies within the energy industry.
- Attending regularly scheduled meetings.

Optional Diversity Council Committees

ERG

Purpose: To engage professionals within various state markets in order to increase the impact and effectiveness of ERGs as a tool for changing industry beliefs and practices. The responsibilities and activities include:

- Raising awareness about the committee and its work through newsletter article solicitation and community partnerships.
- Engaging peers in ERGs throughout the specified market in order to encourage networking and the sharing of best practices.
- Planning annual conferences/summits in state markets that focus on topics and issues related to ERGs.
- Attending regularly scheduled meetings.

Healthcare

Purpose: To promote a diverse and culturally competent workforce within the healthcare industry by creating a platform for sharing best practices that engages diverse professionals, and promotes cultural awareness. The responsibilities and activities include:

- Assisting in the planning and coordinating of healthcare programs and events with the purpose of raising cultural competency and inclusion.
- Collecting and/or contributing articles related to diversity within the healthcare industry for the quarterly newsletters.
- Attending regularly scheduled meetings.

Optional Diversity Council Committees

LGBT

Purpose: To engage the LGBT community within state markets in so far as workplace diversity and inclusion and community engagement. The responsibilities and activities include:

- Promoting community engagement through newsletter article solicitation and community partnerships.
- Engaging workplaces throughout the state to take on greater diversity and inclusion policies and to actively encourage the shifting of corporate cultures towards acceptance.
- Planning annual LGBT Conferences/Summits in state markets. This includes finding LGBT friendly venues, speakers, and subject material to present at the conference.
- Attending regularly scheduled meetings.

Veterans

Purpose: To foster a diverse workforce and an inclusive work environment that ensures equal opportunity for Veterans through hiring, development, retention, outreach, and educational efforts that cater to these community members. The responsibilities and activities include:

- Establishing programs and initiatives that encourage the hiring of veterans in the workforce.
- Cultivating an inclusive workplace for Veterans and their families.
- Attending regularly scheduled meetings.

Optional Diversity Council Committees

Women's Initiatives

Purpose: To foster greater gender balance in our workforce at all levels and across different industries. Women's Council committee responsibilities and activities include:

- Organizing events that strive to geneate awareness around and solutions for greater workplace equality for women.
- Facilitating training and educational programs that aim to empower professional women.
- Hosting annual conference and leadership summits on women's leadership.
- Partnering with other organizations dedicated to women's issues throughout the nation.
- Attending regularly scheduled meetings.

Youth

Purpose: To identify and organize programs that cater to youth (i.e., elementary school, middle school, and high school students) within local communities. The activities include:

- Identifying and developing programs that help empower youth to become leaders in the workplace and community.
- Organizing programs that encourage youth to pursue higher education and excel in academics.
- Connecting youth with mentors and coaches who can help motivate them to become leaders in school, the workplace, and the community.
- Attending regularly scheduled meetings.

3

Diversity Council Committee Chairs

Diversity Council Committee Chairs

Activities and Events Chair

Position Description:

The Committee Chair will be an active and dedicated member of the Diversity Council and the associated local Advisory Board – an individual who, along with the Diversity Council Staff, will help to lead and guide the planning, scheduling and implementation of top-notch, quality activities and events. The Chair will be expected to successfully carry out the committee's responsibilities as noted below. He or she will not only be leader, but also a follower, working with the committee members, volunteers and Diversity Council Staff to ensure that required action items are handled to completion.

Responsibilities:

- Participating on regularly-scheduled committee conference calls and/or meetings.
- Working with the Diversity Council Staff Lead to assist with identifying top-notch, quality activities and events – opportunities that will excite, engage and educate our current members, potential members and guests of the Diversity Council.
- Helping to establish associated tasks and reasonable timelines for completion of successful activities and events.
- Assisting to encourage and recruit other members to volunteer and become actively involved with the planning, scheduling and implementation aspects of the committee and sub-committees.
- Providing A&E suggestions, recommendations and constructive feedback for improvement.
- Soliciting A&E ideas from committee members that should be of interest to our internal stakeholders and potential members.
- Maintaining an open line of communication with the Diversity Council staff and committee members.
- Assisting with the compilation, promotion and dissemination of accurate information regarding planned activities and events.
- Referral of potential members to the Membership Committee Chair and/or to the Diversity Council Vice President, Business Development for follow-up.
- Being available for presentations, if and when appropriate.
- Carrying out ad hoc assignments as needed.

Communications Chair

Position Description:

You will be an active and dedicated member of the Diversity Council and the associated local Advisory Board. Along with the Diversity Council Staff, you will help to ensure the gathering, compilation and dissemination of valuable organizational, professional, and community-related information to current and potential members. You will not only be a leader, but also a follower, working with fellow committee members, volunteers and Diversity Council Staff to ensure the success of our communication initiatives.

Responsibilities:

- Participating on regularly-scheduled committee conference calls and/or meetings.
- Working with the Diversity Council Staff to identify and gather articles addressing leadership, diversity and community.
- Assisting with the compilation and dissemination of updates regarding council events and initiatives through our social media networks.
- Providing suggestions for information updates, and constructive feedback for improvement.
- Maintaining an open line of communication with the Diversity Council Staff and committee members.
- Recruiting other members to volunteer and become actively involved with the planning, scheduling and implementation aspects of the committee and/or sub-committees.

Diversity Council Committee Chairs

Education Chair

Position Description:

The Committee Chair will be an active and dedicated member of the Diversity Council and the associated local Advisory Board – an individual who, along with the Diversity Council Staff, will help to lead and guide the planning, scheduling and implementation of Value-Add educational opportunities for members and potential members. The Chair will be expected to successfully carry out the committee's responsibilities as noted below.

Responsibilities:

- Participating on regularly-scheduled committee conference calls and/or meetings.
- Working with the Diversity Council Staff Lead to assist with identifying quality educational programs – opportunities that will excite, engage and educate our current members, potential members, and guests of the Diversity Council.
- Helping to establish associated tasks and reasonable timelines for completion of successful endeavors. Assisting to encourage and recruit other members to volunteer and become actively involved with the planning, scheduling and implementation aspects of the committee and/or sub-committees.
- Providing suggestions for educational programs, and constructive feedback for improvement.
- Soliciting ideas from committee members that should be of interest to our internal stakeholders and potential members.
- Maintaining an open line of communication with the Diversity Council Staff and committee members.
- Assisting with the compilation, promotion and dissemination of accurate information regarding planned programs, seminars, summits, Webinars, etc.
- Referral of potential members to the Membership Committee Chair and/or to the Diversity Council Vice President, Business Development for follow-up.
- Being available for presentations, if and when appropriate.
- Carrying out ad hoc assignments as needed.

Membership Chair

Position Description:

Committee is focused on bringing in new corporate members to the Diversity Council. This committee also works to serve as a liaison between the Diversity Council Iand organizations to secure that each council is well represented on all entities: public, private and non for profit sectors. By conducting new member interest meetings, monitoring satisfaction of current members and identifying opportunities to partner with other professional groups, the Membership Committee helps to educate members about the Diversity Council benefits as well as evaluate its efforts to reach its constituencies.

Responsibilities:

- Refer new leads to Diversity Council Executive Director to respond to requests for information about membership through telephone calls, personal contacts and correspondence.
- Identify members that are interested in corporate membership in each area.
- Help maintain supplies of membership materials (informational brochures, etc).
- Carry out ad hoc assignments (membership promotions, conferences, events etc).
- Work closely with the events and activities committee to ensure Diversity Council is planning events for members and prospective members.
- Obtain quarterly lists of At-Large members (members who are not members of your city chapter). Use those lists to invite At-Large members to join or come to events (Advisory Board Meetings).
- Obtain monthly lists of new members and welcome all new members to Diversity Council (through phone calls and a welcome package with information).
- Work with the Communications Committee to put notices in the newsletter and other communications for members to update their membership profiles periodically.
- Check periodically with members whose email addresses no longer work to obtain their updated information.
- Monitor the satisfaction of current members (through surveys, phone calls etc).