



## IOA **Diversity, Equity, Inclusion, and Belonging (DEIB)** Committee Charge

**PURPOSE:** Because the IOA is committed to the thriving of all, and acknowledges that each human being is invaluable, the DEIB Committee is tasked with helping the IOA and its members move towards ever-increasing respect, effectiveness, and healthy community. The committee will equip individuals to bring increasing cultural health to their organizations, help the IOA recognize opportunities to address internal concerns and trends, and foster commitment to the good and fulfillment of all.

### **CHARGE:**

The IOA Board of Directors delegates the following to the Committee:

- Develop education and training on DEIB-related issues, including cross-cultural competence, that can be used to help members within their organizations grow and convey cultural intelligence, in collaboration with education committees as appropriate
- Collaborate with other committees to integrate DEIB considerations into the IOA's programs and operations
- Provide feedback to the Board of Directors about intra-organizational DEIB trends and opportunities

### **DEIB (Diversity, Equity, Inclusion and Belonging) Framework:**

IOA is committed to DEIB including but not limited to Goal 4 of IOA's Strategic Direction which states the following: IOA has a culture of diversity, equity, inclusion, and belonging. To advance this Goal and address DEIB at all levels of the organization, each IOA Committee and Task Force is assigned a member of the DEIB Committee as a liaison to advance the DEIB Framework (accessible in Basecamp). Each Committee and Task Force is required to conduct its work through this DEIB lens.

### **Structure & Responsibilities:**

- Committee members, including Chair, Vice-Chair (or Co-Chair), and IOA Board liaison (designated listening ear to assist with messaging to/from BOD) are listed on IOA's website.
- Specific Structure for the **DEIB Committee** includes:
  - The Chair and Vice-Chair are appointed by the Board of Directors.
  - Chair and Vice-Chair terms are up to 2-year terms with the expectation that the Vice-Chair move into the Chair role at the end of the term and a new Vice-Chair is recruited.
  - The Committee's leadership is empowered to structure in a way that works best to accomplish the Committee's goals and IOA's DEIB goals, including the forming of subcommittees and other workgroups as needed.

- Budget is drafted by Staff with Committee/TF input in June-August, then approved by Finance Committee and the Board. Budget updates may be provided by Staff and/or the Board liaison as needed. Any requests for funding or additional funding should be made to the Board and Staff Liaisons who will address with the Finance Committee.
- Each Committee and/or Task Force receives strategic support through either the IOA Board President/President-Elect (governance Committees), the IOA Executive Director (practice and advocacy Committees), or IOA's Managing Director (member engagement Committees).
- Administrative support is provided by IOA Staff (SBI Association Management). Generally, volunteers are responsible for the substantive work of the Committee/TF, providing member perspective and professional expertise on specific topics and direction. Staff are responsible for logistical implementation, production, and marketing of the Committee/TF's work, and serving as partners in planning the work.
- The Committee/TF Chairs are asked to prepare a periodic report to the Board of Directors provided to the Committee Chair from the Board liaison (most report twice per year at a minimum). An annual report of activities and accomplishments is due in February of each year.
- Committees and Task Forces may not bind the association in any way. Instead, the Committee/TF may make a recommendation to Staff and/or the Board Liaison for certain activities including contracting. If further approval is needed the Board Liaison will contact the appropriate strategic support and if needed, the request may go before the Board of Directors.
- The Committee/TF should meet monthly via Zoom. Staff is available to manage scheduling and Zoom meeting setup for Committees and TFs and/or give access to volunteers to setup Zoom meetings in the IOA Zoom account for meetings that are not Staffed.
- All committee members are asked to bring respectful and constructive communication skills to their committee work.
- Member volunteers are the backbone of IOA activities, and we understand IOA work is in addition to the member's day job. At the same time, progress stalls if members do not follow through. We ask volunteers to be honest and realistic about their availability and communicate with the Chair if anything impacts their ability to meet deadlines.
- IOA Committees and TFs use Basecamp for all activity and discussion. This creates institutional history and a record of discussion and shared documents. From time to time, C/TF may also use google docs or other platforms to support their work.
- IOA does its best to deliver quality programs and resources to its members. And at the same time, this is a voluntary association. No volunteer is expected to devote so much time to a project that the output rivals for-profit or institutional standards or causes considerable anxiety or stress.