



Diversity Council Advisory Board

Council Code of Order & Position Descriptions

OFFICERS

(Reference: Code of Order)

The Diversity Council shall have the following officer positions with voting rights and respective duties:

A. President

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

B. Vice President

1. Assist with special assignments as requested by the President.
2. Perform the duties of the President in the absence of the President.
3. Committee chairs report to the Vice President, who reviews committee activities.

C. Financial Secretary

1. Reports the financial activities to Diversity Council on a quarterly basis.
2. Reviews the financial planning and results of all events provided by the Executive Director
3. Provides advice/input into budgets for all events/activities.

D. Secretary

1. Maintains all Diversity Council records and ensures their accuracy.
2. Performs all duties relating to meeting logistics, including conference calls.
3. Reminds board members of all meetings at least one week in advance, including distribution of the minutes of the prior meeting.

4. Prepares and provides minutes of all Diversity Council meetings and conference calls.

E. Historian

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

F. Parliamentarian

1. Assists President in clarifying Parliamentary procedures, using "Robert's Rules of Order."
2. Introduces proposed amendments to general body membership for voting consideration.
3. Chairs Code of Order Committee Review.
4. Serves as voting member of Executive Team.
5. Prepares to help with the interpretation and implementation of Robert's Rules of Order.
6. Presents Code of Order amendments that are submitted in writing to the Executive Team for review prior to the presentation at the Executive Team and general membership meeting.
7. Presents Code of Order amendments that are submitted in writing to the general membership to be slated for vote at the next scheduled Executive Team and general membership meeting.
8. Prepares and holds Code of Order Committee meetings.
9. Attends monthly Executive Team, general membership, and call meetings.
10. Keeps a record of all Code of Order amendments for an unspecified length of time.
11. Serves as a member of the Planning Committee.
12. Responsible for making sure the organization adheres to the Code of Order.
13. Any additional associated duties as assigned by the President.

G. Ex-Officio

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

NOTE: All of the above officers will comprise the Executive Team

H. Election of Officers

1. The officers, with the exception of the Parliamentarian, shall be elected by the Diversity Council at the first meeting following the annual Diversity Council conference.
2. The Parliamentarian shall be appointed by the President to serve a two-year Term or period of time required to meet the parliamentary needs of the organization.
3. The officers shall serve a two-year term, and elected and rotated in staggered two-year term.
4. The President, Financial Secretary 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.
5. 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.

I. 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.

1. 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.
2. The Nominating Committee Chairperson shall be appointed by the President and approved by the Executive Team.

J. 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.

K. Removal of Officers

An officer may be removed for the following reasons:

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

L. Process for Officer Removal

1. Officers below the President's Level

- i. Any board member or officer may take a grievance directly to the Diversity Council President.
- ii. The President will conduct an appropriate investigation and gain approval from the Executive Director of the Diversity Council.
- iii. 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.
- iv. 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

- i. Any board member or officer may take a grievance directly to the Executive Director.
- ii. The Executive Director will conduct an appropriate investigation.

- iii. Should the investigation warrant, the Executive Director will discuss the matter at hand with the President, and offer the option to resign.
- iv. 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).

COMMITTEE CHAIRS AND COMMITTEE RESPONSIBILITIES

- ✓ Committees shall meet on a regular basis as determined by the Committee.
- ✓ Committee Chairs shall report their activities to the Vice President.
- ✓ Committees shall be comprised of a minimum of three members based on a voluntary basis, and can include individuals from general membership.
- ✓ Committee Chairs shall serve a two-year term.
- ✓ Committee Chairs shall provide Committee updates at each scheduled Diversity Council meeting.
- ✓ Committee Chairs shall demonstrate leadership to carry out the purpose of their Committee.
- ✓ Committee Chairs shall be elected by the Committee members, and must be a voting member of the Diversity Council.
- ✓ Committee members shall serve a two-year term on a committee.

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.

- Web Site
- Newsletter
- Magazine
- Others

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 in support of the Council's Vision, Mission, and Goals.

The following activities could be included in this committee.

- Executive Roundtable
- Affinity Groups
- DiversityFirst Coalition
- Mentoring
- Leadership

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.

Diversity Council Membership Committee Chair – Roles and Responsibilities

Position Summary:

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 and 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).
- Distribute information and materials to potential new members to promote diversity in the workplace and possible membership.
- Work with the Communications Committee to publicize to each city Advisory Board members examples of successful diversity efforts being undertaken by members in their particular workplaces.
- Identify minorities and other individuals with diverse backgrounds who might be interested in joining the Diversity Council.

- Identify current members from different backgrounds who might be interested in volunteer leadership opportunities.
- Be available for presentations if and when appropriate as well as availability to meet with potential new members if needed.

Diversity Council Education Committee Chair – Roles and Responsibilities

Committee Description:

The committee's primary purpose will be to assist with the planning, implementation and facilitation of educational, enlightening and exceptional programs. The committee will provide information and forums to promote the exchange of best practices and ideas to enhance an appreciation for and the understanding of the value of diversity and inclusion as an essential business and organizational component.

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. 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.

Skills Needed

- Excellent Interpersonal and Listening Skills
- Great Oral and Written Communication Skills
- Great Presentation Skills
- Good Promotional Attributes (Ability to Promote the Educational Offerings as well as the organization)

Committee Purpose

To develop and implement initiatives and programs in support of the Council's Vision, Mission, and Goals. The following programs and educational opportunities could be included in this committee.

- Mentoring
- Glass Ceiling Summits
- Webinars (Goal of two per month)
- Diversity & Inclusion Training
- Lunch and Learn Series
- Corporate Affinity Group Collaborations

Facilitation of Monthly Meeting's Best Practices/Professional Development Topic (i.e., facilitation of the session as a presenter or confirmation of a presenter or speaker)

Note: Sub-committees may be established to help facilitate the planning and implementation of the above programs and educational opportunities.

Responsibilities include, but are not limited to:

- 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.

Diversity Council Activities and Events (A&E) Committee Chair – Roles and Responsibilities

Committee Description:

The committee's focus will be to plan, implement and facilitate educational, enlightening and exceptional programs, activities and events, which will help to accomplish the mission, vision and goals of the Diversity Council as well as enhance the organization's values.

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.

Skills Needed

- Excellent Interpersonal and Listening Skills
- Great Oral and Written Communication Skills
- Great Presentation Skills
- Good Promotional Attributes (Ability to Promote the Activities and Events as well as the organization)

Committee Purpose

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

- Diversity Luncheons
- Diversity Symposiums (i.e. Women in Leadership Symposiums)
- DiversityFirst Coalition
- Glass Ceiling Summits
- Webinars (Goal of two per month)

Committee Purpose (Cont.)

- Quarterly Summits, addressing the following areas of interest:
 - Mentoring
 - Leadership
 - Generational Differences
 - Disabilities
 - Compliance
 - Managing Diversity in the Workplace
- Community Involvement

Note: Sub-committees will be established to help facilitate the planning and implementation of the above activities and events, i.e., there will be a Diversity Luncheons' sub-committee, Diversity Symposiums' sub-committee, etc.

Responsibilities: include, but are not limited to:

- 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.

Diversity Council Communications Committee Chair – Roles and Responsibilities

Committee Description and Purpose:

The committee will provide consistent, continuous, and timely information regarding the Diversity Council activities, internally and externally, and will be successful in achieving desired results by maximizing the use of available resource tools, such as the:

- Website
- Quarterly Newsletter
- Event Press Releases
- Public Service Announcements (PSA's)
- Advisory Board Website Pages (future addition)

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 ensure the gathering, compilation and dissemination of useful and valuable organizational information as well as professional and community-related information to members and potential members. The Chair will be expected to successfully carry out the committee's responsibilities as noted below. He or she will not only be a 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.

Skills Needed

- Excellent Interpersonal and Listening Skills
- Great Oral and Written Communication Skills
- Great Presentation Skills
- Good Promotional Attributes (Ability to Promote the Communication Venues: newsletters, website, Email Blasts, etc., as well as the organization)

Note: Sub-committees may be established to help facilitate the compilation of data and completion of projects utilizing the above communication resources and venues.

Responsibilities include, but are not limited to:

- Participating on regularly-scheduled committee conference calls and/or meetings.
- Working with the Diversity Council Staff Lead to assist with identifying timely and quality newsletter and magazine articles, PSA's, website updates, etc.
- Assisting with the compilation, promotion and dissemination of accurate information regarding the above communication resources.
- 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 information updates, 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.
- 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.