



Diversity Council Advisory Board

Council Code of Order & Position Descriptions

7/26/2010

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

College Initiatives

Purpose: To direct the activities of colleges under the National Diversity Council, including but not limited to:

- College Summits
- Young Women in Leadership

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

Fundraising

Purpose: To broaden and diversify the organization's funding base by cultivating donor relationships through effective communication.

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.

Marketing

Purpose: To consistently and continuously disseminate information regarding the Diversity Council, 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)
Other sources

Strategic Planning

Purpose: To develop the framework of the National Diversity Council's strategic plan and facilitate the implementation of the Council's goals and objectives.

Youth Initiatives

Purpose: To provide diversity and inclusion education, resources, tools and forums to middle and high school students, in order to provide them with support they require in order to succeed in their secondary education and become college-bound. The following activities could be included in this committee.

Youth Diversity Leadership Institute
Encourage to Achieve
Generation Next
STEM Program
Youth Conferences

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

Committee Purpose (Cont.)

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.

College Initiatives Committee Chair – Roles and Responsibilities

Position Summary:

Committee is focused on directing the activities of colleges under the National Diversity Council. They are charged with bringing in new university members to the Diversity Council. This committee also works to facilitate the distribution of knowledge that will equip college students with the necessary skills to thrive in today's workforce. The committee will institute programs that aim to prepare students to interact with people from multiple ethnicities, cultures and backgrounds, thus facilitating the successful transition from college to career, building leadership skills and educating college students on valuing and appreciating differences.

Responsibilities

- Refer new leads to Diversity Council Executive Director in order to respond to requests for information about university programs through telephone calls, personal contacts and correspondence.
- Reach out to universities that may be interested in college programs in each area.
- Help maintain supplies of college council materials (informational brochures, etc).
- Carry out ad hoc assignments (college council 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 monthly lists of new members and welcome all new members to Diversity Council (through phone calls and a welcome package with information).
- Providing suggestions for educational programs, and constructive feedback for improvement.
- Work with the Communications Committee to put notices in the newsletter and other communications for members to update their membership profiles periodically.
- Monitor the satisfaction of current members (through surveys, phone calls etc).
- 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
- Distribute information and materials to potential new members to promote value of career preparation and entering a diverse workplace and industry.
- Increase the number of active student chapters
- Increase student membership by showing value to architecture, engineering and environmental students

Committee Purpose (Cont.)

- Increase the number of students attending the College Summits, Young Women in Leadership Conferences and Eliminating Generational Stereotypes Conferences.
- Be available for presentations if and when appropriate as well as availability to meet with potential new members if 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.
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Committee Purpose (Cont.)

- 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.

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.

Committee Purpose (Cont.)

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.

Fundraising Committee Chair – Roles and Responsibilities

Committee Description and Purpose:

The committee will broaden and diversify the organization's funding base by cultivating donor relationships through effective communication. The committee will concentrate on the collection of funds by organizations within the National Diversity from companies for the benefit of the organization's stated mission. Funds will be solicited through various outlets, such as communication via telephone or email.

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 through Communication Venues: telephone, email, etc.)

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.

Committee Purpose (Cont.)

- 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.

Marketing Committee Chair – Roles and Responsibilities

Committee Description and Purpose:

The committee will consistently and continuously disseminate information regarding the Diversity Council, 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)
- Other sources as needed

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 Council and sub-councils in 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.

Committee Purpose (Cont.)

- 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.

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.

Committee Purpose (Cont.)

- Be available for presentations if and when appropriate as well as availability to meet with potential new members if needed.

Strategic Planning Committee Chair – Roles and Responsibilities

Committee Description:

The committee's primary purpose will be to develop the framework of the National Diversity Council's strategic plan and facilitate the implementation of the Council's goals and objectives. Included will be assisting committees in developing and drafting charters, goals and objectives in support of Council's strategic plan.

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)

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:

- Drafting, reviewing and presenting usable strategic plans and dispute resolution guidelines
- Participating on regularly-scheduled committee conference calls and/or meetings.
- Recommending committee operating structure, planning benchmarks, policy guidelines and legislative actions.
- Helping to establish associated tasks and reasonable timelines for completion of successful endeavors.
- Developing methods of encouraging and recruiting other members to volunteer and become actively involved with the planning, scheduling and implementation aspects of the committee and/or sub-committees.
- Soliciting ideas from committee members that should be of interest to our internal stakeholders and potential members.
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Committee Purpose (Cont.)

- 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.

Youth Initiatives Committee Chair – Roles and Responsibilities

Committee Description:

The Youth Council aims to provide diversity and inclusion education, resources, tools and forums to middle and high school students, in order to provide them with support they require to succeed in their secondary education and become college-bound. 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 aimed at middle- and high-school age students. 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 Youth 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:

- Youth Diversity Leadership Institute
- Encourage to Achieve
- Generation Next
- STEM Program
- Youth Conferences

Committee Purpose (Cont.)

- Quarterly Summits, addressing the following areas of interest:
 - Mentoring
 - Leadership
 - Generational Differences
 - Managing Diversity in a Learning Environment
- 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 an Encourage to Achieve's sub-committee, Youth Conferences' 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.
- Expected to communicate with school, community, and state leaders to address issues and promote positive youth development
- 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 activity and event suggestions, recommendations and constructive feedback for improvement.
- Soliciting activity and event 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.