



## NATIONAL DIVERSITY COUNCIL

### ADVISORY BOARD

### INFORMATION & RESPONSIBILITIES

The local Advisory Board within each chapter will be made up exclusively of corporate partner representatives. Once someone is appointed by a corporate partner organization to serve as the local chapter Advisory Board representative, they will be asked to step into one of three roles listed below to optimize their engagement in the Council:

1. Executive Officer position
2. Committee Co-Chair position
3. Committee Member position

It is important to note that Executive Officer and Committee Co-Chair positions are limited based on availability, whereas Committee Member positions are unlimited and always available. Please find additional information about these roles and their responsibilities in the subsequent sections.

### EXECUTIVE OFFICER POSITIONS

Executive Officers are asked to:

- 1) Attend all 1.5 hour chapter meetings
- 2) Participate in monthly hour-long calls
- 3) Serve as the face of their corporate partner organization during Council meetings and events
- 4) Act as the liaison between the corporate partner organization and Council staff to ensure their organization takes full advantage of their corporate partnership benefits
- 5) Fulfill the role outlined in the position description below

**The President** of the local Advisory Board will:

- Lead all chapter meetings and monthly leadership calls
- Maintain decorum from the group and ensure collaboration amongst all Advisory Board members
- Assist Committee Co-Chairs in creating strategic goals for their committee
- Hold Committee Co-Chairs accountable for fulfilling their duties and reaching their goals
- On-board all new Committee Co-Chairs and Executive Officers
- Support the Committee Co-Chairs and Council staff with any projects and goals as needed
- Take on the responsibilities of other Executive Officers if positions are empty

**The Vice Chair** of the local Advisory Board will:

- Lead all chapter meetings and monthly leadership calls in the President's absence
- Support the President in maintaining decorum from the group and ensure collaboration amongst all Advisory Board members
- Support the President and Co-Chairs in establishing and reaching their strategic goals and committee responsibilities
- Assist the President in on-boarding new Co-Chairs and Executive Officers
- Continually attempt to identify corporate partner representatives to fill any empty Co-Chair and Executive Officer roles
- Support the Committee Co-Chairs and Council staff with any projects and goals as needed
- Take on the responsibilities of Secretary if position is empty

The **Secretary** of the local Advisory Board will:

- Take notes during chapter meetings and monthly leadership calls
- Share notes to Advisory Board members and Council staff for approval and distribution
- Refer to prior minutes as requested and as necessary to keep the Advisory Board accountable
- Send out calendar reminders for Advisory Board and Local Chapter Meetings to Advisory Board members

## **COMMITTEE CO-CHAIR POSITIONS**

Committee Co-Chairs are asked to:

- 1) Attend all 1.5 hour chapter meetings
- 2) Participate in monthly hour-long calls
- 3) Serve as the face of their corporate partner organization during Council meetings and events
- 4) Act as the liaison between the corporate partner organization and Council staff to ensure their organization takes full advantage of their corporate partnership benefits
- 5) Lead and work with the Committee Members to ensure that the committee works towards accomplishing their committee's goals
- 6) Schedule and hold at least **2** committee calls each quarter – so 8 per year – with their Committee Members to share and discuss goal updates, projects, and new ideas and initiatives
- 7) Share all pertinent information with their Committee Members and Advisory Board leaders in a timely manner
- 8) Report to Council staff if a Committee Member is not fulfilling his or her role and expectations
- 9) Fulfill the duties outlined below under **Committees**, which outlines committee information

## **COMMITTEE MEMBER POSITIONS**

Committee Members are asked to:

- 1) Attend all 1.5 hour chapter meetings
- 2) Participate in all calls organized by the Committee Co-Chairs (at least 2 per quarter; 8 per year)
- 3) Serve as the face of their corporate partner organization during Council meetings and events

- 4) Act as the liaison between the corporate partner organization and Council staff to ensure their organization takes full advantage of their corporate partnership benefits
- 5) Fulfill the duties outlined below under **Committees**, which outlines committee information

## **2-YEAR TERMS**

All Executive Officer and Committee Co-Chair leadership positions are held for **2-year terms**. Once the term expires, an Advisory Board representative can express interest in moving into a different leadership position via an Executive Officer or Committee Co-Chair role or can move into a Committee Member position. If multiple Advisory Board representatives express an interest in transitioning into the same Executive Officer or Committee Co-Chair role, Advisory Board members will conduct a vote to determine the next predecessor.

## **PARTNERSHIP REQUIREMENT**

Our Executive Officer and Committee Co-Chair positions are reserved for our corporate partner representatives. We reserve these leadership positions for our corporate partners to show them our appreciation by providing their employees with leadership opportunities and a platform to represent their organization. If your organization is not a corporate partner or does not renew the corporate partnership while you are serving as an Executive Officer or Co-Chair, we will ask that you instead serve as a committee member so we can continue to reserve our leadership positions for corporate partner representatives.

## COMMITTEES

### **Activities and Events Committee:**

**Purpose:** To identify and plan activities and events in support of the Council's Vision, Mission, and Goals. The activities include:

- Assisting the Event Programmer and Activities & Events sub-committee members - who focus on one event - in organizing Council events throughout the year
- Solidifying chapter meeting venues, and food, beverage, and printing sponsors
- Helping the Event Programmer obtain information (i.e., photos, bios, logos, logistical information, etc.) from panelists, speakers, chairs, and award recipients for event programs

### **Communications Committee:**

**Purpose:** To communicate consistent, continuous, and timely information about the Council's activities - internally and externally - to assist the Council to achieve successful results. PR and marketing can be included as a subset of this committee. The activities include:

- Writing draft press releases that focus on upcoming and past Council events; new Board memberships; and other Council activities and news
- Using websites, newspapers, magazines, newsletters, social media (i.e., LinkedIn, Facebook, Twitter, etc.), radio stations and other media outlets as resource tools to distribute press releases and other Council information
- Identifying media contacts that can help the Council gain more awareness in the community
- Finding free calendar postings online and adding the Council's events to these postings
- Contributing to the organization and development of the Council's Quarterly Newsletter. Such contribution could be writing articles for the Newsletter or finding other individuals to submit articles before each deadline

### **Community Partnership Committee:**

**Purpose:** To strengthen community partnerships that will help fulfill the Council's mission; build the Council's reputation within local communities; and provide the administrative grounding needed to fund, develop and support the Council's initiatives. The activities include:

- Reaching out to prospective organizations or groups (i.e., non-profit, governmental, and educational organizations, affinity groups, etc.) that would leverage the Council's reputation in the local community, and establishing mutually beneficial relationships with these partners
- Identifying specific resources and opportunities from which the Council would benefit (i.e., branding, advertising, networking, educational, etc.) and reaching out to potential organizations that could assist the Council with such resource opportunities

### **Education Committee:**

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

- Identifying educational topics in which meeting attendees are interested (i.e., via survey, questionnaire, form, etc.), and finding speakers, articles, and/or videos that can touch upon these topics during the educational segments of the chapters' monthly meetings
- Facilitating group discussions during the monthly educational segments
- Selecting at least three take-away points from each educational segment, and sending these three points to the Secretary to include in the meeting minutes

### **Membership:**

**Purpose:** To attract, retain, and increase the membership of the Council. The activities include:

- Recruiting individual and corporate members to join the Council
- Increasing the number of attendees for Council meetings and events
- Retaining current members and getting them more involved
- Increasing awareness of the Council and presenting the business case to potential members
- Organizing social mixers within the chapter