

# DEI Committee Agenda

- I. Programs and Planning Presentation
- II. Review of the Draft Board DEI Action Plan
- III. Review of Draft Charter
- IV. Review of Draft Board Policy

## Board DEI Action Plan

Focus Area	Action	Champions (Board and Staff)	Timeframe	Resources Needed
Board Governance	Review Board membership Identify Gaps Develop recruitment plan/steps to address gaps Track and Report	Governance Committee, CEO	Review membership monthly Gaps identified and recruitment efforts made monthly Progress tracked and reported monthly	n/a
Client Services	Analyze data to include active and waiting clients Compare to census data Identify gaps Develop plan/steps to address gaps to include communications/outreach and providers Track and Report	Programs Committee, VP of Planning and Programs	October 2021	VP of Planning and Programs, Planner
Staff	Analyze staff demographics Identify gaps Identify staff recruitment effort opportunities Develop plan to include staff recruitment and staff DEI training Track and Report	Personnel Committee, COO		
Communications	Review website, newsletters, annual report, brochures, social media Identify gaps and opportunities Develop communications demonstrating commitment to DEI	VP of Communications	General website update by end of 2021, then ongoing.	\$ for website updates, purchase more stock photography; translation services

Overall	Review Reports from Committees Report to Board at Board meetings	Ad Hoc DEI committee of the three committee chairs, CEO and COO	Bi-monthly starting July 2021	n/a
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## DIVERSITY, EQUITY, AND INCLUSION COMMITTEE CHARTER

### Statement of Purpose

The Diversity, Equity, and Inclusion Committee institutionalizes the organization's commitment to diversity, equity, and inclusion.

### Membership

The Diversity, Equity, and Inclusion Committee shall consist of at least three directors: Chair of Planning and Programs Committee, Chair of Governance Committee and Chair of Personnel Committee. Other Directors and staff may also serve on the committee.

### Responsibilities

The Diversity, Equity, and Inclusion Committee has the following responsibilities.

1. Oversee the development of the organization's diversity, equity, and inclusion plan, which will address policies, Board of Directors and staff recruitment, retention, and training, and the role of the organization in fostering diversity, equity, and inclusion among local programs serving older adults and caregivers, as well as other topics identified by the committee, the Board, or the CEO.
2. At least annually, assess the organization's progress in achieving the goals set out in the diversity, equity, and inclusion plan, review the plan, and make recommendations to the Board for any changes.
3. Identify ways to incorporate diversity, equity and inclusion into the organization's strategic goals and objectives.
4. Working with the Governance Committee, incorporate the organization's diversity, equity, and inclusion values and goals into the Board development strategy, including intentional identification of prospects, making the recruiting and vetting process equitable and inclusive, assessing alignment of candidates with the organization's diversity, equity, and inclusion values, emphasizing those values in the Board orientation, making orientations equitable and inclusive, and identifying areas of training for the Board.
5. Working with the Governance to identify Diversity, Equity and Inclusion policies needed by the organization, and present proposed policies to the Board.
6. Working with the Personnel Committee, incorporating DEI into hiring, promoting and training practices and identifying Diversity, Equity and Inclusion policies or training needed for the staff.
7. Working with the Planning and Program Committee to ensure programs and services delivered directly by the organization and/or through its contracted providers are reaching our diverse population and are inclusive and equitable.

8. Working with the Planning and Programs Committee to identify Diversity, Equity and Inclusion policies needed by the organization as it relates to programs and services.
9. Monitor trends in the field of diversity, equity, and inclusion.
10. Ensure organization's Diversity, Equity and Inclusion efforts are communicates internally and externally.
11. At least quarterly, report its activities and findings to the Board. Alert Board to any urgent issues in real time.
12. Advise on other Diversity, Equity, and Inclusion-related matters as directed by the Board or at the request of the CEO.

### Meetings

The Chair of the Diversity, Equity, and Inclusion Committee can convene meetings of the committee with notice of two days, but shall generally provide at least one week notice. A majority of the committee's members constitutes a quorum. Minutes of the meeting shall be maintained and transmitted to the Board through normal channels. The Chair may invite any director, officer, staff member, expert or other advisor who does not serve on the committee to attend, but these individuals have no voting power.

# ElderSource

## Policy and Procedure

Area: Board	No.: B-19	No. of Pages: 2
Title: Diversity, Equity, Inclusion	Issued:	Revised:
Signature:		

### Policy:

ElderSource is committed to a diverse, inclusive, and equitable environment where all board members, staff, **volunteers**, and clients feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias.

We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work.

We respect the value that diverse life experiences bring to our board and leadership and we strive to listen to their views and give them value.

We're committed to modeling diversity, inclusion, and equity and maintaining fair and equal treatment for all.

Our board's philosophy on our goals to provide informed leadership for diversity, inclusion, and equity include:

- We will strive to see diversity, inclusion, and equity in connection with our vision and mission for the benefit of those we serve.
- We aim to recognize and address inequities in our policies, programs, and services.
- We will update and document progress on our diversity, equity, and inclusion practices.
- We promise to investigate underlying assumptions that interfere with our diversity policy.
- We commit to advocating for systemic inequities that impact our work at the board level and address it according to this policy and in accordance with our mission.
- We commit to challenging commonly accepted notions about what constitutes strong leadership within our organization.
- We commit to being transparent about diversity in all our interactions.
- We will dedicate our time and resources to expanding greater diversity within our board and leadership positions and all staff positions.
- We commit to leading with respect and tolerance and we encourage all employees and volunteers to express this in their work within our organization.

Procedure:

ElderSource agrees to abide by the following action items to promote diversity, inclusion, and equity in our work:

1. The Board will establish a DEI Committee to oversee, track and monitor our DEI efforts related to staff, Board, services to clients, volunteers and communications.
2. We will create new learning opportunities and formal, transparent policies as we strive for cultural competency throughout our organization.
3. We will take action to **improve diversity, inclusion, and equity** in our board, leadership, and staff and volunteer position.
4. We will identify resources for our underrepresented constituents by networking with other organizations that are also committed to efforts for diversity, inclusion, and equity.
5. We will develop internal resources that demonstrate our commitment to diversity, inclusion, and equity.
6. We will develop a system to create awareness and address biases during our recruiting, hiring, and evaluating processes.
7. We will train our personnel to be responsible for orienting, onboarding, and training our staff and volunteers on **equitable practices**.
8. We will be transparent about job opportunities and compensation.
9. We will advocate for public and private policies in the public sector that promote diversity, inclusion, and equity and we will challenge systems and policies that describe inequity, disparity, and oppression.
10. We will promote and demonstrate our commitment to diversity, inclusion and equity to the public through various communications mechanisms including, but not limited to, agency website, social media, newsletter, etc.