



## 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 Committee 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 best practices and trends in the field of diversity, equity, and inclusion.
10. Ensure the organization's Diversity, Equity and Inclusion efforts are communicated 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.