



## APWA COMMITTEE CHARTER

### COMMITTEE FOR DIVERSITY AND INCLUSION

#### MISSION STATEMENT

The APWA national Committee for Diversity and Inclusion is responsible for advancing diversity issues throughout the association, placing value on all individuals and the different perspectives of those individuals, and promoting the process for all to feel included as part of the whole.

#### OBJECTIVES

The principal objectives of the Diversity Committee are to:

1. promote training and events to bring awareness of diversity and inclusion (D&I);
2. advocate for equity and the inclusion of underrepresented groups in APWA;
3. raise awareness of existing formal and informal barriers within APWA to D&I and recommend changes;
4. enhance cultural awareness and competency;
5. organize speakers, workshops, etc., for APWA's annual conference to introduce models and strategies for achieving D&I within APWA;
6. develop and provide D&I resources to enhance and improve D&I awareness within APWA
7. identify how a D&I workforce can aid in achieving objectives;
8. showcase diversity and inclusion as a strategic goal for APWA;
9. serve as a liaison to APWA chapters to promote active D&I participation;
10. create an inclusive environment that fosters creativity and innovation;
11. redesign, maintain, and integrate diversity and inclusion content on the APWA webpage and in APWA's flagship magazine, the *APWA Reporter*; and
12. identify and develop content for educational offerings on D&I.

#### ORGANIZATION

**Chair:** The committee chair shall be appointed by the APWA President-Elect. The chair is responsible for overall direction and management of the committee. The term of office for the chair shall be one-year but may be reappointed for a second year by the APWA President-Elect. No member of the committee can serve more than a maximum of 6 years including a maximum of two years as chair.

**Vice-Chair:** The committee may select a vice-chair. The vice-chair must be an appointed member of the committee. The vice-chair will serve as the chair in the event the committee chair cannot attend and/or participate in a meeting. Selection of a vice-chair does not guarantee the individual will be appointed by the president-elect to the chair position when the position becomes vacant.

**Members:** The APWA President-Elect shall appoint up to twelve (12) voting members including the chair. Committee members can serve up to three two-year terms for a maximum of six years served on the committee. The qualification basis for appointment to this committee is to be a motivated, highly knowledgeable subject matter expert in the specific area of diversity and inclusion.



**Corresponding Members:** The committee chair may designate any number of non-voting corresponding members as the need arises, especially to address areas of development that may not be fully represented by the committee. Corresponding members need not be APWA members. If they are invited to attend a face-to-face meeting they must cover their own travel expenses.

Groups of corresponding members (subcommittees and knowledge teams) may be formed as necessary to further the mission of the committee. A group of corresponding members may be dissolved or established by a simple majority vote of the committee.

#### **FINANCIAL AND ADMINISTRATIVE SUPPORT**

The committee for Diversity and Inclusion will meet one-day prior to PWX. Committee members shall commit to fund their own travel and expenses to attend the committee meeting held at PWX. Generally, the committee also meets by conference call monthly for approximately one hour. Administrative support shall be provided by APWA staff.

#### **REPORTS**

The committee shall produce an annual work plan that takes into consideration review of APWA products and programs and addresses the objectives listed in this charter. A written summary of each conference call meeting and in-person meeting shall be prepared by the chair or his/her designee to be provided to all committee members and which may be posted on the APWA website as information to general APWA membership. Committee updates may also be requested periodically for submission to the APWA Board of Directors via the board liaison.

#### **CHARTER CHANGES**

Amendments to this charter require a majority vote of the voting committee members present at a regularly scheduled meeting (when there is a quorum) and are subject to approval by the APWA Board of Directors.

**Date of Board Approval: June 8, 2018**