



## FORUM OF EXECUTIVE WOMEN

### DIVERSITY AND INCLUSION COMMITTEE

#### CHARTER SUBCOMMITTEE

##### Committee Charter

#### **Purposes:**

There shall be a committee of the Board of Directors of the Forum of Executive Women (“Forum”) known as the Diversity and Inclusion Committee (the “Committee”). The Committee’s purposes shall be (i) to strive to achieve a membership that is representative of the diversity of women who qualify for membership in the Forum’s geographic area, and (ii) to lead an organizational effort to assure that members of diverse backgrounds are genuinely welcomed, equally treated and included in all Forum programs and initiatives. The Committee’s initial focus will be on increasing Forum diversity in the areas of race, national origin, ethnicity, age, religion/belief, disability and sexual orientation.

#### **Composition:**

1. The Committee is open to all Forum members in good standing who are committed to the Committee’s purposes and who are available to dedicate time to work toward implementing the Committee’s purposes.
2. Any Committee member not in good standing may be removed by the Board of Directors at its discretion.
3. The Committee will have a Chair who will be nominated in accordance with the procedures set forth in the Charter of the Forum’s Nominating Committee. The Chair will appoint a Vice-Chair, after conferring with/gaining concurrence from the Forum’s Executive Director and/or Executive Committee, to assist the Chair in specific duties. The Committee’s size shall be determined in relation to the number of initiatives planned for each year.
4. The Committee will establish, and delegate specific projects and initiatives to, a minimum of three subcommittees: Diversity Subcommittee, Inclusion Subcommittee, and Communications Subcommittee. The Committee may create other subcommittees as needed.
5. The Committee will designate one Committee member as the liaison to each of the other Forum committees to promote diversity and inclusion in all of the policies, practices, programs and initiatives of the Forum.

#### **Structure and Meetings:**

1. The Chair shall, after consultation with other Committee members, (i) determine the dates, times and places for Committee meetings, and (ii) set the meeting agenda.

2. The Committee will hold at least 4 meetings per year, either in person or via teleconference, and any additional meetings the Chair deems warranted for the Committee to fulfill its mandate.
3. The Chair, when available, shall preside at Committee meetings. In the absence of the Chair, another Committee member designated by the Chair shall preside.
4. All matters to be decided by the Committee shall be decided at a duly called meeting by a majority vote of the members present in person or via teleconference.

**Operating Policies:**

1. The Chair shall designate a willing Committee member to record the minutes of any meeting at which the Chair decides that minutes should be recorded.
2. The Committee will follow rules of procedure in accordance with the Forum's Bylaws.
3. The Chair will report to the Board, as needed, but no less than once per year, regarding actions taken by the Committee, its activities and findings, and any recommendations for action by the Board.
4. The Committee will review and reassess the adequacy of this Charter, as needed, and request Board approval of any proposed changes.

**Activities:**

1. Promote and advocate for the Forum's membership to reasonably reflect the diversity of the qualifying population of women in the geographic area covered by the Forum's mission.
2. Develop and recommend strategies for use by the Forum to better ensure its members are representative of the women who qualify for Forum membership in our geographic region.
3. Identify the barriers to attaining the Forum's goal of full inclusiveness.
4. Develop and recommend a comprehensive strategy for use by the Forum to assist in its efforts to attain its goal of full inclusiveness.
5. Perform such other duties and responsibilities as may be assigned to the Committee by the Board from time to time.

Adopted by the Board of Directors this 7<sup>th</sup> day of May 2019