



Diversity Council Charter

Definition of Diversity

Diversity is an organizational ethic whereby individuals strengthen the workplace by embracing a variety of cultures, backgrounds, styles, perspectives, abilities, values, and ideas as assets to individuals, groups and organizations with which they interact. Diversity is characterized by a combination of differences and similarities.

Diversity Council Purpose

The Diversity Council identifies needs and strategies for improvement, provides education and advocacy to and for DAS employees, and functions as an advisor to DAS leadership so that DAS becomes a more diverse organization and a model in state government.

Authority

The Council serves in an advisory capacity to the Executive Staff and makes recommendations to advance the Department's diversity goals. The Executive Staff will set and monitor the overall organizational agenda of the Council, act on its recommendations and visibly support the Council. The Executive Sponsor of the Council will be either the Director or Deputy Director.

Membership and Roles

The Council is composed of DAS employees who represent a cross-section of the agency. The Council members advocate for, promote, communicate and reinforce DAS' diversity efforts and overall workforce development pursuant to the Diversity Council Charter. Diversity Council members will serve for a minimum of two years in addition to any time served as a council officer.

Process for Council Member Selection:

DAS employees can apply to serve on the Council and will be appointed by the Director or Deputy Director, after consultation with the Division Administrator.

Requirements of Potential Council Members:

- Willing and able to fully perform the duties and responsibilities required by the Council.
- Commitment to advance diversity within DAS.
- Reflective of communities/groups we serve.
- Leadership and communication skills.
- Creativity, open-mindedness, energy and enthusiasm.

Requirements of Selected Council Members:

- Maintain a high level of confidentiality and discretion regarding discussions and issues that take place within the confines of the council meetings.
- Commit to time required for council work and attending and actively participating in meetings.
- Send someone in your place if you are unable to attend.
- Receive information and distribute to their division.
- Report the status of activities, distribute minutes, to their division management team.
- Function as a two-way conduit of information regarding diversity issues.
- Facilitate questions or other needs from their division to the Council.



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Council Roles:

- Chair:** The Diversity Council Chair will serve as chair for the duration of one year. The Chair leads work plan development, approval of the work plan by the Executive Staff and implementation. The Chair establishes meeting schedules, develops agenda, reviews and approves agenda items and minutes prior to distribution. The chair attends to the productivity of the council and group process.
- Vice Chair:** The Vice Chair will be elected by the members and serves as Vice Chair for one year and then moves to chair for the duration of one year. The Vice Chair assists the Chair in their assigned tasks and leads meetings in the absence of the Chair.
- Members:** Members normally serve on the Council for a period of two years. Member replacements should be staggered for continuity purposes. Members will attend and actively participate in all meetings, or ensure that an alternate member attends.

OPERATING PRINCIPLES

- Communication:** Two-way communication is expected. Information flows to and from the Executive Staff and the Council. Council members represent their division and are responsible to communicate Council information to the division management team, who then share information with their sections.
- Decision-making:** The decision-making process will be achieved by consensus. Decisions that impact fiscal, staffing, policy, or organizational change will be made in the form of recommendations to the Executive Staff or the appropriate governing body.
- Work Plan:** The Council will devise and continuously maintain a work plan that will guide its activities. Appropriate metrics will be developed to evaluate the work plan.
- Meetings:** Held the second Tuesday of each month from 1:30pm to 3:00pm.
- Subcommittees:** As issues are brought before the Council, members can anticipate formation of subcommittees.
- Agenda:** Distributed in advance by the Chair.
- Administrative / Technical Support:** Executive sponsor will be responsible for providing support on a rotating basis.

COUNCIL SCOPE

- DAS Internal Focus (all relevant policies / procedures effecting DAS employees)
- Diversity Focus
- Priorities/recommendations responsive to executive action
- Priorities/initiatives align with council purpose