

## **Inclusion and Diversity Committee**

### **Purpose:**

The Inclusion and Diversity Committee (IDC), with the Inclusion and Diversity Coordinator as chair, will lead NEA's ongoing efforts to build and maintain an inclusive environment where differences of opinion, beliefs, and values are sought, listened to, respected, and valued.

### **Members:**

The Inclusion and Diversity Committee is composed of one (1) Chair -- the Inclusion and Diversity Coordinator -- and three (3) members, each of whom serve staggered three-year terms in order to maintain continuity for the committee.

The initial committee will establish staggered terms: one member will serve one (1) year, one will serve two (2) years, and one will serve three (3) years. The Inclusion and Diversity Coordinator/chair of the committee will serve a three-year term.

### **Chair Duties:**

- Identifies and recommends to the NEA Executive Board ways to build and maintain an inclusive organization where differences of opinion, beliefs, and values are sought, listened to, respected, and valued.
- Works with and advises NEA committee chairs on activities that support committee efforts to build and maintain an inclusive and welcoming organization, a key objective of the NEA Strategic Plan.
- Serves as the primary contact for all questions and concerns related to accessibility and inclusion at NEA events; follows up with appropriate leadership and/or delegates to a committee member, as appropriate, to resolve the question or concern.
- Serves as the primary, confidential contact for Code of Conduct complaints, following up as necessary with the support and consultation of the Executive Board.
- Coordinates with committee members to provide content for the *NEA Newsletter* by identifying topics and potential guest authors and reviewing drafts.
- Coordinates the selection, notification, and presentation of the Inclusion and Diversity Session and Travel Award.
- Attends quarterly Executive Board meetings.
- Submits a quarterly report to the Executive Board about a week before the Executive Board meeting.
- Submits annual budget request to Treasurer.
- Transfers all records of long-term value to the Archivist as determined by the records retention schedule.

## **Member Responsibilities:**

- Identify and recommend to the NEA Executive Board ways to build a more inclusive and diverse organization.
- Work toward completion of the Inclusion and Diversity recommendations on the NEA Strategic Plan.
- Work with other committees on NEA-related activities as appropriate to support their efforts toward building and maintaining an inclusive, welcoming organization.
- Provide resources, consultation, and feedback to NEA volunteers and members, as requested, to support their efforts toward building and maintaining an inclusive, welcoming environment within the organization.
- Provide content for the *NEA Newsletter* by identifying topics, writing columns or recruiting guest authors, and reviewing drafts. At least one contribution per year will be written by a committee member updating the membership on IDC activities.
- Serve as on-site coordinators for inclusion and diversity efforts at the Spring Meeting and Fall Symposium.
- Regularly update the content of the Inclusion and Diversity page of the NEA website.