

Association for Commuter Transportation

Diversity, Equity, and Inclusion Committee Charter

Purpose

The Diversity, Equity, and Inclusion Committee is charged with identifying the needs, training, and support for ACT members to ensure that that Association continually improves equity and supports a culture of respect within its membership.

Mission and Vision

The Diversity, Equity, and Inclusion Committee envisions an inclusive and welcoming association, where members are treated with respect regardless of race, gender identity, ethnicity, culture, religion, sexual orientation, age, and location. The Committee's mission is to identify and promote a range of opportunities for current and future members by working with other committees, chapters, councils, and staff.

Key Responsibilities

1. Work with ACT staff and the Board of Directors to encourage and support diversity across all areas of Association business and activities.
2. Review and propose policies to the Board of Directors regarding issues related to diversity, equity, and inclusion within and external to the organization.
3. Develop tools and metrics to measure ongoing diversity and inclusion efforts within and of the Association.
4. Collaborate with the Programs and Events Committee to address opportunities for increasing the diversity of presenters in webinars, conferences, sessions, and similar.
5. Collaborate with the Professional Development Committee to include equity and diversity in ACT's professional development programs.
6. Collaborate with the Membership Committee to review the membership survey and weigh in on membership recruiting campaigns.
7. Develop tools and opportunities to educate and empower members on diversity issues.
8. Consider scholarships, awards, and other opportunities to support and recognize current members, and to attract future members.

Membership & Structure

1. The Committee shall consist of at least seven (7) and no more than nineteen (19) members appointed by the Board of Directors.
2. The Executive Committee will recommend to the full Board for approval, a Director from the Board, to serve as Chair of the Committee.
3. A Vice Chair will be selected by the Committee membership at the first meeting of a new two-year term.
4. A Secretary will be selected by the Committee membership at the first meeting of a new two-year term.
5. Members in good standing may submit a statement of interest to the Board for appointment to the Committee.
6. Members of the Committee will serve two-year terms, beginning on January 1 and ending December 31.

7. The Committee may create subcommittees to allow for a deep dive into specific topics.
 - The subcommittees shall consist of at least three (3) and no more than ten (10) members.
 - Active ACT members can sit on the subcommittees but will not have voting rights on the full committee.
8. The Board may appoint and replace vacant seats on the committee throughout the two-year term to a new member that will serve through the remainder of that term.
9. There are no limits to the number of terms that a member may serve on the Committee.
10. A member of the Committee may be removed from the Committee by a two-thirds vote of the Board.

Committee Meetings

1. The Committee shall meet at least six times a year or more if necessary. Meeting dates and times should be scheduled in January for the year ahead.
2. A majority of Committee Members shall constitute a quorum for the transaction of business and the act of a majority of the Members present at any meeting at which there is a quorum shall be the act of the Committee.
3. The Chairperson shall preside at the meetings of the Committee. In the absence of the Chairperson, the members of the Committee present shall appoint a member to preside at the meeting.
4. The Secretary shall keep the minutes of the Committee and record all actions taken at the meeting. The minutes will be shared with the Executive Director and a report of all actions taken shall be provided to the Board of Directors at its next meeting.

Resources & Budget

1. The Committee may request resources as part of the Association's annual budget process.
2. The Committee will use ACT's web conference software for all meetings.