

Committee Expectations

Equity, Diversity and Inclusion Committee

The Equity, Diversity, and Inclusion Committee will have a 20-person member limit. Applications for new members will go out every six months. The committee will accept new members based on available openings in January and July of each year.

The committee Chairperson has the right to filter applications based on the persons job to ensure all departments of Goodwill Industries of the Inland Northwest (Goodwill) are represented.

All members will be required to participate in a subcommittee (Guidance, Outreach & Membership, and Survey). They will bring ideas to the groups and volunteer regularly to complete tasks that accomplish the subcommittees objectives.

It is expected that members will attend three meetings a quarter (3-month period), two of those meetings being subcommittee meetings and one being a large group meeting.

Each member will serve on the committee for up to 18 months. If a member would like to continue to serve on the committee, they can reapply with the understanding other applicants who have not had the opportunity to serve will take priority. Any leave of absence will not count towards the 18 months on the committee. Department heads may serve longer than 18 months.

EDI Committee Executive Sponsor:

The Associate Vice President of Mission and Workforce Advancement (AVP) serves as the executive sponsor and assists the current chairpersons in the fulfillment of their roles. The AVP provides oversight and guidance to the EDI committee on an ongoing basis and will step in temporarily to lead the EDI committee should both chair positions become vacant. Has frequent meetings with the chairperson to discuss ideas for activities and create agendas for large group meetings.

Chairperson Requirements:

A chairperson will lead the committee for up to a year. With a limit of two consecutive one-year terms. A committee member must be on the committee for 6 months before they can apply to be the chairperson.

If selected, they must agree to the Chairperson role description given to them by the previous chairperson.

While the chairperson does not have to attend every subcommittee meeting, they must be available for those meetings in case they need to step in to administer the meeting in the absence of the subcommittee chairperson.

They will also be asked to manage the EDI Committee Microsoft Teams group and subcommittee ownership, by adding individuals in the group and removing individuals who are

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no longer in the group. They will also give ownership rights to the subcommittee chairperson for their respective subcommittee.

If there are three instances throughout the term, when a chairperson does not complete a task outlined in the role description, they may be removed from their role by the AVP.

Chair Assistant:

The chair assistant will serve one year with a limit of two consecutive one-year terms. They must be on the committee for 2 months before a member can apply for this position.

The main role of this person will be to assist the chair with maintaining action items from the large group meetings and the notes sent to them from the subcommittee chairperson.

If there are three instances throughout the term, when a chair assistant does not complete the tasks outlined, they will be removed from their role.

They will assist in updating the PowerPoint presentation, creating agendas and notetaking of the large meetings. They will email agendas, notes, and action items from the meetings to all members.

Subcommittee Chairperson Requirements:

A subcommittee chairperson will lead the subcommittee for up to one year with a limit of two consecutive one-year terms. They must have been on the committee for a minimum of 2 months to apply. They must agree to the Chairperson role description given to them by the Committee Chair. A member can only be a chairperson of one subcommittee at a time.

They will also be asked to manage their subcommittee Microsoft Teams group, by adding individuals in the group and taking out individuals no longer in the group.

If there are three instances throughout the term, when a chairperson does not complete the tasks outlined in the role description, they will be removed from their role.

Interim Chairperson:

In an emergency an interim chair can take over either the large committee chair position or a subcommittee chair position. This will be on a voluntary basis and the volunteer will need to meet the minimum requirements for each position. After two months if an individual has not been found to be the new chairperson, the interim can choose to take the spot over completely if they wish. They must also agree to the Chairperson Description.

If there are three instances throughout the term, when an interim chairperson does not complete the tasks outlined in the role description, they will be removed from their role.

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In order to apply for any of the above positions, please complete and sign the form for your desired position:

- Nominate for Chairperson
- Nominate for Subcommittee Chairperson
- Nominate for Chairperson Assistant

Once filled out please submit it to the EDI Committee Sponsor. Once all forms have been gathered, a survey will be sent out to all EDI Committee members if there are more than one person per position. Members will have one week to respond to the survey to vote on leadership options.

If at any time a member is unable to meet any of their commitments and needs to withdraw from the committee or leadership position, they will need to reach out to the EDI Committee Sponsor, main chair and the subcommittee chair they are on, informing them of the withdraw.

These expectations are subject to change