



## **Diversity, Equity and Inclusion Council Charter**

### **Vision:**

The International Association for Food Protection (IAFP) will promote inclusion of all members to ensure that every member is heard and valued in the association and that we achieve racial equity while embracing any and all dimensions of diversity within IAFP.

### **Mission:**

Advise and lead IAFP in implementing and promoting equitable practices while fostering a culture of inclusivity for all members.

### **Purpose:**

The purpose of the IAFP Diversity, Equity and Inclusion Council, hereinafter referred to as "Council," is to:

1. Serve as a Diversity, Equity and Inclusion (DE&I) advisory group to IAFP's Executive Board, hereinafter referred to as "Board."
2. Review and recommend policies, practices, and procedures that support and/or advance an organizational culture that promotes and fosters diversity, equity and inclusion.
3. Advocate for the professional development of underrepresented groups within IAFP. This includes addressing any barriers preventing underrepresented groups from participating in related activities.
4. Address cultural barriers impacting members from all parts of the world.
5. Serve as a repository for DE&I information, awareness and educational efforts.
6. Implement DE&I goals and objectives that achieve the above.

## **Council Members Responsibilities:**

1. Engage the Board and staff in the development and implementation of effective DE&I goals, practices, and programs.
2. Attend Council meetings to discuss, design and implement DE&I initiatives.
3. Serve as a conduit for IAFP members to share feedback and redress concerns and inequities in partnership with the Board and staff.
4. Commit 10-15 hours per quarter to DE&I programming, duties and activities.
5. Actively contribute to an annual report to the Board and membership about the Council's goals and accomplishments.

## **Council Membership:**

Council membership will be determined through a nomination process. Nominations will be open to all active IAFP members in good standing. Self-nominations are allowed. The Board selects Council members from the pool of those nominated. Council membership will be limited to between 15-25 members. Once done, the Council elects its leaders (the Executive Committee of the Council), which consists of a:

- Chairperson
- Vice-chairperson
- Secretary

Two Council seats will be designated to each of the following groups:

1. Minority serving institutions
2. Undergraduate/graduate students

## **Term:**

1. Council member terms will be two (2) years.
2. Council members can serve up to three (3) consecutive terms.
3. First term members shall not make up a numerical majority of the Council.

## **Committees and Subcommittees:**

In order to advance the Council's goals and objectives, committees and subcommittees shall be established and dissolved, as needed.

## **Operating Procedures:**

1. The Council will meet quarterly. Ad hoc meetings may be called, as needed.
2. Attendance at Council meetings is of high importance. If and when attendance becomes a concern, the Council Chairperson may request the Board to appoint new members to replace inactive members.
3. The Council shall recruit members from multiple locations, backgrounds and areas of expertise. Council membership should reflect the diversity of IAFP members and members from underrepresented educational institutions, geographic regions, and specific professions should be prioritized.
4. The Council shall be kept abreast of all committee and subcommittee programs and activities.
5. The Council shall approve changes to DE&I plans, policies, and programs initiated and recommended by committees and subcommittees before they are forwarded for consideration and/or implementation by the Board.
6. The Council's executive committee will develop and provide meeting agendas and supporting documents to members prior to each Council meeting.
7. The Secretary shall formally record and submit the Minutes of each meeting to the executive committee for review and approval within seven (7) business days of each meeting. Upon approval, meeting minutes will be disseminated to members for review and adoption.
8. The Board will provide resources to the Council that include, but are not limited to, providing staff support (including a specific person to coordinate efforts of the Council), oversight, monitoring, and feedback on projects recommended by the Council. When Council programs or projects are approved by the Board, appropriate funding will be made available.
9. A Board liaison will attend Council meetings to support Council goals and objectives and to report back to the Board on Council initiatives.

## **Council's Goals:**

1. Interview and/or survey the membership to collect and analyze membership data.
2. Design a diversity, equity and inclusion strategy for IAFP.
3. Evaluate the current IAFP management and structure to determine where opportunities for increased inclusion and equity can be applied.
4. Advise the Board on how to include specific criteria in, and / or propose different mechanisms for, committee assignments and current IAFP programs.
5. Design the Council's election and succession planning processes and other Council practices and procedures.

## **Roles and Responsibilities:**

Any person serving on the Council must be a regular, retired, student or sustaining member of IAFFP.

Persons serving in the below leadership roles are elected by the Council, serve two-year terms and may remain in the same role no longer than two consecutive terms.

### **Chairperson Role:**

1. The Chairperson shall preside at all Council meetings.
2. The Chairperson shall oversee Council strategic goals.
3. The Chairperson shall perform other duties, as needed.

### **Vice Chairperson Role:**

1. The Vice Chairperson shall perform the duties of the Chair, in the Chairperson's temporary absence, and shall succeed the Chairperson when the Chairperson's term expires.
2. The Vice Chairperson shall serve as the liaison with all committees and subcommittees.

### **Secretary Role:**

1. The Secretary shall perform the duties of the Vice Chair, in the Vice Chair's temporary absence. In the event of the temporary absence of the Chair and Vice Chair, the Secretary will perform the duties of all offices.
2. The Secretary, with the assistance of designated IAFFP staff, shall formally record and report all minutes of meetings/proceedings.

### **At Large Council Member Role:**

1. At large Council members shall actively participate in all Council meetings.
2. At large Council members will be assigned to serve on committees and perform other duties, as needed and assigned.
3. At large Council members will have the same rights as other Council members.

## **Council Member Recruitment and Nomination Process:**

1. Staff will add a nomination form (to be designed by the Council) to the IAFP website. This should be accessible to all IAFP members.
2. Every other year, staff will send a nomination solicitation message (including role descriptions, a link to the form and contact information for questions) to all IAFP members.
3. Staff will add the name, affiliation and residential location of all interested IAFP members to a master list to be stored by staff.
4. The Council will design a set of guidelines (available to all members) for the President-Elect to use in making recommendations to the Board when selecting Council members.
5. Each spring, the President-Elect will review and reference this master list prior to making recommendations for Committee/Council appointments (exact timeline to be decided by the Board).
6. Prior to each Annual Meeting (exact timeline to be decided by the Board), the President-Elect will recommend IAFP members for Committee/Council appointments to the Board and Council for review, discussion and approval.
7. Council leadership roles are decided through elections. Election and related communication process will be designed, planned and executed by the Board and Council. Role descriptions will be made available for filling open positions.
8. Once IAFP members have been approved, staff will communicate with selected IAFP members and schedule new member orientation (exact timeline to be decided by the Board).
9. Board and Council will design and send communication to those not selected (exact timeline to be decided by the Board). Interested parties will need to re-apply annually to ensure interest level and ability to serve.
10. The communication process for announcements of appointments will match the current process in place.