



EM Consolidated Business Center DIVERSITY COUNCIL CHARTER

Purpose

The purpose of the Environmental Management Consolidated Business Center (EMCBC) Diversity Council is to provide advice and assistance to the EMCBC management team on diversity-related plans, policies, and programs; and to serve as an advocate for diversity by bolstering the development and implementation of EMCBC and Secretarial diversity initiatives within the workplace.

Role

The role of the EMCBC Diversity Council is to focus on promoting and fostering an environment in which all individuals are valued and feel their ideas have merit and to help increase diversity awareness and education.

Responsibilities

- Serve as an advisory body to the EMCBC Director on diversity in the workplace.
- Assist all levels of EMCBC management in developing and implementing effective diversity related plans, policies, and programs.
- Review EMCBC diversity workforce plans, policies and programs, and provide feedback and recommendations to the EMCBC senior management team prior to implementation.
- Review and report to the EMCBC senior staff (i.e., Director and Assistant Directors) on the quality and effectiveness of diversity programs and activities within the EMCBC and provide recommendations for enhancing diversity initiatives within the EMCBC (i.e., training, recruitment, special activities, etc.)
- Submit a written annual report, with input from subcommittees and/or special task force groups, to the EMCBC Director to include past activities

Chair
Mel Roy

Vice Chair
Kaniah Konkoly-Thege, Native
American Program Manager

Members

Lynette Chafin
Veterans Employment Program
Manager

Larry Kelly
African American Employment
Program Manager

Kathy Reid
Federal Women's Employment
Program Manager

Michael Sedgebeer
Hispanic Employment Program
Manager

Linda Underwood
Asian American Employment
Program Manager

Betsy Volk
National Disability Employment
Program Manager

Members-At-Large

Arthur Cobb
Donna Naylor
Jeffery Williams

and accomplishments and future goals and initiatives, and periodic briefings to the EMCBC Director.

- Foster EMCBC site-wide diversity related special events, education/community outreach programs, training events, speaker forums, and brown bag lunch sessions on diversity topics of interests.
- Foster communications and cooperative activities with internal employee groups, other government agencies and the Cincinnati Federal Executive Board.
- Serve as EMCBC “Change Agents,” creating a mechanism and an opportunity for employees to communicate workplace issues for awareness and/or actions to management.

Membership

- The EMCBC Diversity Council shall be appointed members by the EMCBC Director upon the recommendation of the Assistant Director, Office of Civil Rights and Diversity. The Council shall consist of:
 - (1) One chairperson (an EMCBC Assistant Director),
 - (2) One vice-chairperson (a current member of the Council)
 - (3) Three at-large members; and
 - (4) Seven Special Emphasis Program Managers (or their designees).
- The Seven (7) EMCBC Special Emphasis Program Managers include:
 - (1) National Disability Employment Program Manager
 - (2) Federal Women’s Program Manager
 - (3) Hispanic Employment Program Manager
 - (4) African American Employment Program Manager
 - (5) Veterans Employment Program Manager
 - (6) Asian Pacific American Employment Program Manager
 - (7) Native American Employment Program Manager

Term of Office

Each member of the Diversity Council shall serve on the Council for a two (2) year term, with the option of renewal for a third year. Memberships shall be staggered so that no more than one-half of the members are newly appointed each year. The vice-chairperson shall be elected by the Council body and possess standing membership.

Structure

- The Council shall report to the EMCBC Director or his designee.
- The chairperson shall possess a broad understanding of the EMCBC and have proven leadership and management qualities.
- The vice-chairperson shall possess standing membership, serve as a support and an extension to the chairperson and, in the absence of the chairperson, assume Council Leadership responsibilities.
- At-large members shall be from among the key functional units of the organization (e.g., Office of Logistics Management). Special Emphasis Program Managers shall be allowed a designee or proxy to serve in lieu of an absence to include member rights. Membership shall be voluntary and balanced to represent diversity broadly.
- The Council may establish subcommittees and/or focus groups subject to the provisions of this charter and the EMCBC policy on Diversity.
- It is the role of the Assistant Director, Office of Civil Rights and Diversity (OCRD) to foster, promote, ensure and manage diversity in the workplace. The EMCBC Director has empowered the OCRD to sustain an effective, efficient and optimum EEO/Diversity program, including, but not limited to, the EMCBC Diversity Council. The OCRD shall serve the EMCBC Diversity Council as a resource and provide a roadmap to effectively address the EMCBC's vision and mission with regard to diversity in the workplace, providing guidance, direction and support to the EMCBC Diversity Council. Thus, the OCRD shall provide staff support/oversight to the EMCBC Diversity Council, monitor the progress of all diversity related special projects recommended by the Council and provide feedback as required, and may allocate funds from its budget to such projects.

Administrative Provisions

- The Council shall meet monthly; however, additional meetings may be called as deemed necessary by the chairperson or at least one-third of the members.
- The Council shall be kept abreast of all activities of subcommittees and special emphasis programs on a regular basis. The Council's approval

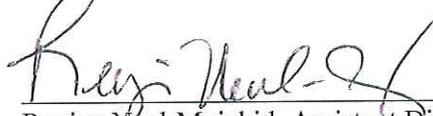
will be required for changes to diversity-related plans, policies, and programs initiated and recommended by either the subcommittees and/or special emphasis groups before they are forwarded to the Director—through the Assistant Director, Office of Civil Rights and Diversity—to be considered for implementation.

- The Council shall not act in the absence of a quorum, which shall consist of no fewer than half plus one of the voting members or program designees of the Council, counting the chairperson.

Duration of the Charter

This charter may be modified and/or terminated by the EMCBC Director and/or the Diversity Council, in conjunction with the Assistant Director for the Office of Civil Rights and Diversity, in order to respond to changing organizational needs.

Recommend for Approval



Regina Neal-Mujahid, Assistant Director

11/24/2009
Date



Jack R. Craig, Director

11/25/2009
Date

Approved

Disapproved