EM CONSOLIDATED BUSINESS CENTER DIVERSITY COUNCIL CHARTER

Chair

Vice Chair

Asian American / Pacific Islander Employment Program Manager

Black Employment Program Manager

Federal Women's Employment Program Manager

Hispanic Employment Program Manager

People with Disabilities Program Manager

Native American Employment Program Manager

Veterans Employment Program Manager

Members-At-Large (5)

ARTICLE I. Purpose

The purpose of the Environmental Management Consolidated Business Center (EMCBC) Diversity Council, hereinafter referred to as "Council," is to:

1. Provide diversity and inclusion advice and assistance to the EMCBC Management Team (EMCBC Director, Deputy Director, and Assistant Directors);

2. Serve as advocate by building, engaging, and mobilizing positive strategies of an inclusive environment;

3. Implement the EMCBC's and Secretarial diversity and inclusion initiatives; and

4. Serve as one of the EMCBC's conduits of communication between management and employees.

ARTICLE II. Role

The Council's role is to:

1. Focus on promoting and fostering an environment in which all individuals are treated equally, ideas and opinions are valued and have merit;

2. Help increase diversity and inclusion awareness and education; and

3. Assist with improving communication between members of the EMCBC workforce.

ARTICLE III. Responsibilities

The Council's responsibilities are to:

Serve as the diversity and inclusion advisory body to the EMCBC Director;

Assist EMCBC management in the development and implementation of effective diversity and inclusion plans, policies, and programs;

Provide continuous feedback and recommendations to enhance the effectiveness of existing diversity and inclusion plans, policies, procedures, programs and initiatives;

Submit a written annual report to the EMCBC Director identifying results and lessons learned from past activities, accomplishments, future goals, and initiatives;

Promote EMCBC-wide (including Small and Customer Sites) diversity and inclusion special events, education, community outreach programs, training, speaker forums, and brown bag lunch sessions;

Foster effective communication and cooperative activities with internal employee groups, other government agencies and the Cincinnati Federal Executive Board;

Administer the EMCBC Employee Suggestion Program; and

Serve as the EMCBC "Change Agent," creating a mechanism and an opportunity for employees to communicate workplace issues for awareness and/or actions to management.

ARTICLE IV. Membership

The Council membership will be appointed by the EMCBC Director upon the recommendation of the Assistant Director, Office of Civil Rights and Diversity (OCRD).

Membership of the EMCBC Diversity Council consists of:

- One Chairperson;
- One Vice-Chairperson;
- Five At-Large Members; and
- Seven Special Emphasis Program Managers (SEPMs).

The EMCBC recognizes the following affinity groups as SEPMs:

1. Asian American / Pacific Islander Employment Program Manager.
2. Black Employment Program Manager.
3. Federal Women's Program Manager.
4. Hispanic Employment Program Manager.
5. People with Disabilities Program Manager.
6. Native American Employment Program Manager.
7. Veterans Employment Program Manager.

ARTICLE V. Term

Each Diversity Council member will serve a three-year term to coincide with the Federal Fiscal Year (October 1st through September 30th). Memberships shall be staggered so that no more than one-half of the members will be newly appointed each term.

ARTICLE VI. Structure

The Council will coordinate its activities through the Assistant Director, OCRD who has been tasked by the EMCBC Director to carry out an effective, efficient and optimum EEO, diversity and inclusion program. In this capacity, the OCRD will serve as a resource to the Council by providing a roadmap to effectively address the EMCBC Director's diversity and inclusion vision and mission. This provision of resources include, but not limited to, providing staff support, oversight, monitoring, and feedback on projects recommended by the Council. The OCRD may allocate funds from its budget for such projects.

The Council Chairperson shall be an EMCBC Assistant Director or supervisor who possesses a broad understanding of the EMCBC and has proven leadership and management qualities to ensure a demonstrated commitment to diversity and inclusion.

The Council Vice-Chairperson shall be a current member of the Council elected to serve as a support and extension to the chairperson. The vice-chairperson will assume Council leadership responsibilities in absence of the chairperson.

The SEPM positions are established by federal law and their membership on the Council is mandatory. However, since these positions involve federally mandated programs to ensure equal opportunity and treatment of all employees, SEPM related activities must be approved in advance by the Assistant Director, OCRD. SEPMs will assist the Council and OCRD with employment related programs and advancing activities for minorities, women, disabled veterans, and individuals with disabilities.

At-large members shall be selected from among the EMCBC (includes Small and Customer Sites) functional units (e.g., Office of Technical Support and Asset Management, Office of Financial Management, Office of Chief Counsel, etc.). At-large members shall assist the Council with planned activities on an as needed basis.

The Council Chairperson, vice-chairperson, SEPMs, and At-Large Council members are entitled to one vote each when dealing with matters related to Council activities.

The Council may establish subcommittees and/or focus groups subject to the provisions of this charter and the EMCBC Policy on EEO/Diversity and Inclusion.

Article VII. Administrative Provisions

The Council will meet monthly; however, additional meetings may be called as deemed necessary by the chairperson or at least one-third of the members.

The Council will be kept abreast of all subcommittees and special emphasis programs activities. Council approval will be required for changes to diversity and inclusion plans, policies, and programs initiated and recommended by subcommittees and/or special emphasis groups before they are forwarded for consideration and/or implementation to the EMCBC Director through the Assistant Director, OCRD.

The Council will not act in the absence of a quorum, which shall consist of no fewer than half of the voting members of the Council plus one, to include the chairperson or vice-chairperson.

Article VIII. 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, OCRD, to respond to changing organizational needs.

Recommend for Approval ✓

Regina Neal-Mujahid,
Assistant Director, OCRD

July 26, 2014
Date

Ralph E. Holland,
Acting Director, EMCBC

7/28/14
Date