# EM CONSOLIDATED BUSINESS CENTER DIVERSITY COUNCIL CHARTER

*Chair*

*Vice Chair*

*Asian American / Pacific Islander Employment Program Manager*

*Black Employment Program Manager*

*Federal Women's Program Manager*

*Hispanic Employment Program Manager*

*People with Disabilities Program Manager*

*Native American Employment Program Manager*

*Veterans Employment Program Manager*

*Members-At-Large (3)*

## Article I. Purpose

The purpose of the Environmental Management Consolidated Business Center (EMCBC) Diversity Council is to:

- provide diversity and inclusion advice and assistance to the EMCBC Management Team (EMCBC Director, Deputy Director, and Assistant Directors); and
- serve as an advocate by bolstering the development and implementation of EMCBC and Secretarial diversity and inclusion initiatives.

## Article II. Role

The EMCBC Diversity Council's role is to:

- focus on promoting and fostering an environment in which all individuals are valued and feel their ideas have merit; and
- help increase diversity and inclusion awareness and education.

## Article III. Responsibilities

Serves as the diversity and inclusion advisory body to the EMCBC Director.

Assists EMCBC management in the development and implementation of effective diversity and inclusion plans, policies, and programs.

Provides feedback and recommendations to enhance the effectiveness of existing diversity and inclusion plans, policies, programs and initiatives.

Submits a written annual report to the EMCBC Director identifying past activities, accomplishments, future goals, and initiatives.

Promotes EMCBC-wide diversity and inclusion special events, education, community outreach programs, training, speaker forums, and brown bag lunch sessions.

Fosters communication and cooperative activities with internal employee groups, other government agencies and the Cincinnati Federal Executive Board.

Administers the EMCBC Employee Suggestion Program.

Serves 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

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

The Council consists of:

- a chairperson,
- a vice-chairperson,
- three at-large members, and
- seven special emphasis program managers (SEPMs)

The SEPMs will include a/an:

- Asian American/Pacific Islander Employment Program Manager
- Black Employment Program Manager
- Federal Women's Program Manager
- Hispanic Employment Program Manager
- People with Disabilities Program Manager
- Native American Employment Program Manager
- 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 will be staggered so that no more than one-half of the members will be newly appointed each term.

## Article VI. Structure

The Diversity 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 includes providing staff support, oversight, monitoring, and feedback on projects recommended by the Council. OCRD may allocate funds from its budget for such projects.

The Council chairperson will be an EMCBC Assistant Director or supervisor who possesses a broad understanding of the EMCBC and who has proven leadership and management qualities.

The Council vice-chairperson will 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.

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 recruitment, development, training and advancement activities for minorities, women, disabled veterans, and individuals with disabilities.

At-large members will be selected from among the key EMCBC functional units (e.g., Office of Technical Support and Asset Management, Office of Financial Management, Office of Chief Counsel, etc.). At-large members will 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 Diversity.

## 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

12/20/2012
Date

Jack R. Craig
Director, EMCBC

12/20/2012
Date