DIVERSITY, EQUITY, & INCLUSION COUNCIL CHARTER

The core principles of diversity, equity, and inclusion stem from our inherent desire to care for all individuals in our community on a human level and we recognize that feeling included is fundamentally essential to thrive both professionally and personally.

Mission Statement

Community Solutions, Inc. strives to create an organizational culture and climate in which staff have a sense of belonging and connection with one another and the organization and staff feel respected, understood, and empowered to do their best work.

We recognize that each employee’s unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service to our clients. Given that our individual social, economic, and cultural identities shape and influence our experiences and perspectives, it stands to reason that CSI will do its best work by practicing inclusivity in how we work with one another as well as our clients.

Diversity, Equity, & Inclusion (D, E & I) Council Objectives

- Building competency to lead and manage a diverse workforce,
- Developing cultural competence and responsiveness, as an organization, to maximize our effectiveness in engagement with clients considering and respecting their unique perspectives, experiences, and needs,
- Identify and address emerging issues that can impact our diversity culture,
- Create and propose new initiatives that promote diversity, equity, and inclusion at CSI,
- Visibly recognize and communicate diversity and inclusion best practices achievements throughout CSI, and
- Act as clear points of contact for CSI staff on matters concerning D, E & I.

Leadership and Reporting Lines

The Leadership Committee will have four (4) standing members: Chief Operating Officer, Assistant Chief Operating Officer, Chief Development Officer, and HR Director. The Leadership Committee will report to the CEO and the HR Committee of the CSI Board of Directors. The CEO will act as an arbitrator in the event that there is a split vote or in the event that decisions may be beyond the authority of the committee members. The Leadership Committee members will elect one member to serve as a Co-Chair of the Council. This term will be for a period of two years. At the end of two years, members may vote for a new representative or re-elect the current member.

Membership/Composition

Members of the committee are generally recommended and recruited by the Leadership Committee but can also be self-nominated and accepted by the leadership majority vote. The Council will consist of no less than 4 members and no more than 17 members. Former members may request to rejoin the committee after 1 year of break in committee service.

A Council Co-Chair will be nominated and elected for a term of two years by the Council members.
The Co-Chairs are expected to coordinate the activities sponsored by the Council. They will assign and delegate specific responsibilities to the Council members.

Membership should strive to reflect and represent the diversity and viewpoints of our staff and our client base.

Meetings

Meetings are held quarterly unless there is an agreed upon need to meet more frequently. The Co-Chairs will monitor attendance and commitment to the mission as well as track action items and appoint subcommittees when necessary. Committee members can submit agenda items to either of the Co-Chairs for inclusion in the subsequent meeting.

Attendance

Commitment to the D, E, & I mission and objectives is vital to our success. Therefore attendance, participation, and contribution is expected of members. If unable to attend, members are to notify one of the Co-Chairs in advance of the meeting. Members are expected to review meeting minutes and all associated documents on the identified collaborative software based platform.

Provision for Amendment

The Diversity, Equity, and Inclusion Council Co-Chairs are responsible for reviewing this charter annually with the Council members. Recommended changes will be presented to the Leadership Committee. The Leadership Committee will vote on each of the recommended changes. The CEO will act as an arbitrator in the event that there is a split vote.

Authorizing Official:       Date Signed:

FERNANDO J. MUNIZ
Chief Executive Officer
Community Solutions, Inc.

7-21-2020