IEEE Diversity and Inclusion Committee
Charter

OVERVIEW

The IEEE Diversity and Inclusion Committee (the "Committee") is a Committee of IEEE, responsible to the Board of Directors as set forth in the IEEE Bylaws and Policies.

From Bylaw I – 305.3
The Committee shall assist the Board of Directors in support of IEEE's commitment to advancing diversity in the technical profession, and to promote an inclusive and equitable culture that welcomes, engages, and rewards all who contribute to the field.

From IEEE Policy 9.8 – IEEE Diversity Statement
IEEE's mission to foster technological innovation and excellence to benefit humanity requires the talents and perspectives of people with different personal, cultural, and disciplinary backgrounds. IEEE is committed to advancing diversity in the technical profession, and to promoting an inclusive and equitable culture that welcomes, engages, and rewards all who contribute to the field, without regard to race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression.

MEMBERSHIP

The Diversity and Inclusion Committee shall consist of 11 members as follows:
- The Chair, appointed by the IEEE Board, as recommended by the IEEE Nominations and Appointments Committee
- Vice Chair, selected from the current members by the Committee
- Two Members-at-Large, appointed by the IEEE Board, as recommended by the IEEE Nominations and Appointments Committee
- One member appointed by each of the Chairs of the Major Boards (EAB, IEEE-SA BOG, IEEE-USAB, MGAB, PSPB, and TAB) and the Awards Board. The Chair shall work with the Major Board Chairs to ensure their appointees reflect the diverse, global nature of IEEE's membership and activities
- IEEE Executive Director (non-voting)

ELIGIBILITY
- Must be an IEEE member in good standing;
- Must be of Graduate Student Member grade or higher.

TERMS OF OFFICE
The Chair shall serve a one-year term, with reappointment permissible for an additional one-year term.

The Committee shall select one member to serve as its Vice-Chair for the term of one year. The Vice Chair shall become the acting Chair should the Chair become unable to serve.

The Members-at-Large and other appointees shall serve two-year staggered terms, with re-appointment permissible for one additional two-year term.

RESPONSIBILITIES OF THE CHAIR
- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Call and preside at meetings of the committee;
- Facilitate committee discussions;
- Collaborate with staff in the following areas:
  - Setting of meeting agendas;
  - Ensuring that summary of the meetings are distributed to committee members;
  - Reviewing and acknowledging proposals and inquiries to the committee;
  - Monitoring projects and goals for the committee;
  - Preparing reports on committee activities and relevant issues for distribution to the IEEE Board of Directors, as needed, and submitting its year-end report;
- Work with staff to adhere to the approved annual budget;
- Act as the public face of the committee;
- Act as the point of contact with external entities;
- Provide leadership to assure that the committee charge is met and collaborate with the committee to ensure successful completion of activities;
- Provide a thorough and timely orientation for members of the Committee;
- Selected participation in IEEE outreach meetings;
- Mentor committee members to ensure continuity of the programs and activities for the next year;
- Submit recommendations to the IEEE Nominations and Appointments Committee for the appointment of the Member-at-Large position, and potential future appointments;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF THE VICE CHAIR
- Abide by the IEEE Code of Conduct and IEEE Code of Ethics
- Accept and carry out such tasks and responsibilities as are assigned by the chair in a timely manner. These may typically include:
  - Participation in such orientation activities as requested by the Chair;
  - Review committee agendas and minutes prior to each meeting;
  - Contribute to the development of the annual schedule of activities;
  - Chair and serve on subcommittees, as appointed by the Chair;
  - Actively participate in all committee discussions;
- In the absence or incapacity of the Chair, the Vice Chair shall assume the duties of the Chair;
- Complete compliance training, as required by IEEE.

RESPONSIBILITIES OF COMMITTEE MEMBERS

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Become familiar with the committee charter and related sections of IEEE's Bylaws, Policies, and governing documents;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner;
  These may typically include:
    - Participation in such orientation activities as requested by the Chair;
    - Review committee agendas and minutes prior to each meeting;
    - Contribute for the development of the annual schedule of activities;
    - Selected participation in IEEE outreach meetings; and
    - Chair and work on ad hoc assignments, as appointed by the Chair.
- Avoid and where necessary declare any conflict of interest to the Chair;
- Complete compliance training, as required by IEEE.

QUALIFICATIONS AND SKILLS:

Knowledge
- Clear understanding of global need for diversity, equity, and inclusion
- Working knowledge of IEEE and its fields of interests, activities, vision and mission, structure;
- General familiarity with the functions of IEEE's Major Organizational Units;
- Ability to manage the activities of the committee within the scope of its charter.

Experience:
- Diversity, equity, and inclusion strategic planning and program development is desired;
- Organizational Unit appointees should be actively engaged in strategic planning for that Organizational Unit;
- Experience in working within IEEE's operating culture of volunteer/staff partnerships or experience in other organizations that should provide good preparation for working in the IEEE culture to enable the alignment and linkage of IEEE strategic direction across the organization;
- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations.

Personal Characteristics:
- Ability to welcome and include differing views; a friendly, responsive, and patient approach, and community-building skills;
- Ability to act with discretion, tact and handle confidential matters;
- Honesty, integrity, and adherence to high ethical standards;

- Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group;
- Capability to focus on strategic issues and make effectiveness a top priority;
- Excellent communication skills;
- Sound decision making skills to make timely decisions based on knowledge, analysis, and judgment; and
- Ability to meet deadlines and respond to communications in a timely fashion.

ADDITIONAL QUALIFICATIONS FOR THE CHAIR:
- Excellent leadership skills including the ability to motivate others; negotiate compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to communicate and serve as a liaison between the Committee and the Organizational Units, promoting transparency and accountability;
- Ability to clearly and comfortably delegate and broadly share both responsibility and accountability; and
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

ESTIMATED TIME REQUIREMENTS:

Item	Total Estimated Time Required
Material and Agenda Review	2-4 hours/meeting (typically at least 2 per year)
In-Person Meetings (not including travel time)	1-2 days/meeting (1 per year)
Teleconferences	As needed
Correspondence (emails, drafting of items, review of materials, etc.)	4 hours/month
Travel (does not include meeting time) *Travel time depends on meeting venue and location.	1-2 days/meeting (typically 1 per year)*
Compliance Training (as required)	4-6 Hours

REIMBURSED EXPENSES:
Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies.

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