

Northeast Area Diversity Committee Charter

Mission Statement

The mission of the Northeast Area Diversity Committee is to identify and advise Area management on matters related to equal opportunity, diversity, and inclusion. In doing so, the Committee will promote fair and equitable personnel practices and policies that will strengthen workforce diversity and engender intercultural engagement.

Article I. Purpose

The Northeast Area Diversity Committee advises Northeast Area (NEA) management on matters concerning Equal Employment Opportunity (EEO) policy, barriers that prevent NEA from becoming a workplace that attracts diverse candidates, ways to encourage community engagement and participation in ARS research programs, ways to foster intercultural engagement among NEA employees, and means to facilitate communication of EEO-related matters to NEA employees. To these ends, Committee members will assess the needs and views of NEA employees at their locations and solicit input from standing local Equal Opportunity, Civil Rights, and Diversity Committees. Members will report back to the NEA Diversity Committee on a quarterly basis or as needed. The Committee will make recommendations to the Office of the Northeast Area Director and, where appropriate, seek authorization to sponsor engagement and education programs to foster diversity in Northeast Area locations.

Article II. Objectives

1. To identify, discuss, and advise Area management of matters concerning EEO policy. This includes, but is not limited to, issues related to:
 - a. Race
 - b. National Origin
 - c. Religion
 - d. Political Beliefs
 - e. Age
 - f. Sex
 - g. Gender Identity
 - h. Sexual Orientation
 - i. Disability
 - j. Economic Background

2. To identify barriers that prevent the Area from becoming a workplace that attracts diverse candidates and retains employees. To develop strategies and resources to overcome these barriers including:
 - a. Recruitment strategies to reach diverse applicant pools
 - b. Recruitment resources for hiring officials
 - c. Expanded training for hiring officials

3. To encourage participation of diverse populations in ARS programs through community engagement, including but not limited to:
 - a. Recruitment of local high school and college students from diverse backgrounds
 - b. Facilitation of mentoring, technical, and professional development and interaction with scientific professionals for local high school and college students.
 - c. Providing services, resources, and information to the public and stakeholders.

4. To foster intercultural engagement among the Area employees by:
 - a. Supporting supervisors and hiring managers in fostering a diverse workplace
 - b. Supporting employee facilitation of enrichment and education programs

Article III. Organizational Structure

The Northeast Area Associate Director will serve as the Committee Chair. The Chair will appoint Committee members. The Committee will be divided into Subcommittees. The function of each Subcommittee will be determined by a consensus of the larger Committee, with the Chair granting final approval. Subcommittee membership will be on a voluntary basis or appointed by the chair. Each Subcommittee shall designate a Committee Representative to report Subcommittee activities to the Committee. With Committee consensus, Subcommittees may be dissolved, restructured, or created at any time to address the needs of the Northeast Area.

All Committee decisions, unless otherwise indicated, will be based on consensus. Where consensus is questionable or unclear, a vote may be initiated by a motion and a second. Committee members will each have a single vote. A simple majority will carry a vote. The Chair will only vote in the case of a tie. Votes may be cast via roll call or anonymous ballot, as appropriate.

Article IV. Membership

The Committee will consist of voting Location Representatives and non-voting Volunteers.

Article V. Ratification

The Northeast Area Diversity Committee Charter will be ratified by a simple majority vote of the Northeast Area Associate Director's appointees. The NEA Diversity Committee Members will serve a three-year volunteer commitment with the option to renew for a second term, pending supervisory approval.
