



IBPA Diversity, Equity, & Inclusion (DEI) Committee Charter

The IBPA Diversity, Equity, & Inclusion (DEI) Committee is a standing committee tasked with serving as a sounding board and advisory council on issues of diversity, equity, and inclusion within IBPA and the independent book publishing community. The committee reports to IBPA's Chief Executive Officer.

IBPA members and others are welcome to contact IBPA DEI Committee members directly with questions, comments, or concerns in support of antiracism, diversity, equity, and inclusion, at dei_committee@ibpa-online.org. IBPA members and others can also [fill out this form](#) to bring DEI-related matters to IBPA's attention anonymously.

DEI DEFINED:

DIVERSITY is the presence of differences that may include race, gender, religion, sexual orientation, ethnicity, nationality, socioeconomic status, language, (dis)ability, age, religious commitment, or political perspective. [These are] populations that have been—and remain—underrepresented among practitioners in the field and marginalized in the broader society.

EQUITY is promoting justice, impartiality, and fairness within the procedures, processes, and distribution of resources by institutions or systems. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society.

INCLUSION is an outcome to ensure those that are diverse actually feel and are welcomed. Inclusion outcomes are met when [a person or institution], and its program are truly inviting to all. Diverse individuals are able to participate fully in the decision-making processes and development opportunities within an organization or group.

IBPA takes its definitions of Diversity, Equity, and Inclusion from the [eXtension Foundation Impact Collaborative](#). The IBPA DEI Committee further recommended that these definitions be clarified to apply to the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. IBPA recognizes this list is not all encompassing.

COMMITTEE OBJECTIVE:

The objective of the IBPA DEI Committee is to foster diversity, equity, and inclusion within IBPA as an association, as well as the overall book publishing industry at-large.

SPECIFIC COMMITTEE CHARGES:

- Help IBPA recruit and retain a diverse membership base.
- Develop ways to engage and support underrepresented groups in IBPA's community, education, advocacy, and tools for success.
- Identify opportunities for and threats against diversity, equity, and inclusion within IBPA as an association, as well as the overall book publishing industry at-large.
- Offer suggestions to the IBPA Board of Directors as to how IBPA programs and services can be improved to better serve diverse communities.
- Manage IBPA's online resource guide for diversity, equity, and inclusion. See <https://www.ibpa-online.org/page/dei-resource-center>.

COMMITTEE MEMBERS:

The IBPA DEI Committee includes a Chairperson, two Board Representatives, up to ten Members-at-Large, and one staff liaison. All committee members must be IBPA members in good standing at least 12 months prior to start of term.

The Chairperson an IBPA member in good standing for at least 12 months prior to start of committee term and is appointed by the IBPA Board of Directors in consultation with the IBPA CEO. To assure familiarity with the goals of the committee, the Chairperson must have served at least 12 months on the IBPA DEI Committee prior to becoming Chairperson (this requirement is waived for the committee's initial year).

The two (2) Board Representatives are members in good standing on the IBPA Board of Directors and are appointed by the Chairperson in consultation with the IBPA Board of Directors.

The up to ten (10) Members-at-Large are IBPA members in good standing for at least 12 months prior to start of committee term and are appointed by the Chairperson in consultation with IBPA's Chief Executive Officer via an annual application process. Members-at-Large are appointed for their proven experience and expertise and must represent the diversity of IBPA's membership.

The Staff Liaison is a current IBPA employee and is appointed by IBPA's Chief Executive Officer to assist the IBPA DEI Committee in its work.

TERMS:

Committee members serve renewable, one-year terms coinciding with IBPA's fiscal year (July 1st through June 30th). All committee members, including the Chairperson, can serve no more

than four consecutive terms. After at least one year hiatus, previous committee members can rejoin for renewable, one-year terms again not to exceed four consecutive terms.

RESPONSIBILITIES:

Board Representatives and Members-at-Large:

1. Maintain current IBPA membership.
2. Attend all meetings; notify the Staff Liaison whenever there is a scheduling conflict.
3. Review all materials prior to each meeting; notify Staff Liaison of issues/questions.
4. Suggest and help evaluate potential issues of concern.
5. Accept and complete special assignments, as required.
6. Immediately inform the Staff Liaison and Chairperson if personal or professional circumstances change to the extent that they cause disruption in the ability to perform the above-listed responsibilities.

Chairperson Responsibilities:

1. Numbers 1-6 as listed under *Board Representatives and Members-at-Large* above.
2. Serve as leader, facilitator, and team builder, as well as principal architect and integrator of committee work.
3. Encourage the expression and constructive discussion of diverse viewpoints. At every meeting, each committee member should feel he or she has had a full opportunity to express opinions and otherwise contribute to the aims and objectives of the committee.
4. Select two Board Representatives for the committee in consultation with the IBPA Board of Directors.
5. Select up to ten Members-at-Large for the committee in consultation with IBPA's Chief Executive Officer.
6. Advise the Staff Liaison on the management of committee work.

Staff Liaison Responsibilities:

1. Provide thorough orientation for the Chairperson and assist the Chairperson in providing orientation for new and continuing committee members each year.
2. Work with the Chairperson to develop agendas that will conduct effective meetings.
3. Provide administrative support for planning and execution of all committee meetings.
4. Draft meeting minutes for review and approval by the Chairperson.
5. Work with the Chairperson, other committee members, and IBPA staff to ensure that committee work is carried forth between meetings.
6. Communicate committee activities, including requests for action and/or proposed policies to IBPA's Chief Executive Officer and the IBPA Board of Directors.
7. Report to the committee on the decisions of the IBPA Board of Directors.
8. Propose issues that will further the aims and objectives of the committee.

MEETING SCHEDULE & CONTENT:

The IBPA DEI Committee meets monthly, or as necessary. Most, if not all, meetings are held online using a Zoom video conferencing. Any meetings held in person will include a Zoom video conference option, as well.

AGENDAS & MATERIALS:

In consultation with the Staff Liaison, the Chairperson develops agendas for each committee meeting based on the work at hand. Any committee member may suggest items for the committee agenda in advance of the meeting or as part of the “New Business/Old Business” agenda item which closes each meeting. Necessary briefing materials are provided to the committee in advance.

QUORUM:

A majority of committee members must be present to constitute a quorum for each meeting. If a quorum is not present, the meeting may not occur.

VOTING:

Assuming a quorum is present, actions at meetings are approved by a majority vote. Each committee member has one vote.

EXPENSES:

Committee members (or their organizations) are responsible for their own expenses as related to committee participation. Most, if not all, meetings are held online using Zoom video conferencing. Any meetings held in person will include a Zoom video conference option, as well.

REPORTING TO THE BOARD:

Three weeks prior to each quarterly meeting of the IBPA Board of Directors, the Chairperson and Staff Liaison provide a written report on the committee’s actions since the last board meeting. This report is included in the official briefing materials provided to the board two weeks prior to its meeting.

During the IBPA Board of Directors meeting, the Chairperson (or the Chairperson’s designee), in coordination with the Staff Liaison, provide a verbal report on recent actions and requests board-level approvals, as necessary.

COMMITTEE MEMBER REMOVAL OR RESIGNATION:

Any member of the IBPA DEI Committee may be removed by the IBPA Board of Directors with cause. Resignation from the Committee shall be made in writing to the Chairperson with a copy to IBPA’s Chief Executive Officer.

Vacancies shall be filled during the annual application process, or as needed.

(last updated November 18, 2022)