



## SETAC North America – INCLUSIVE DIVERSITY COMMITTEE

### STANDARD OPERATING PROCEDURES

#### **I. COMMITTEE CHARGE**

The charge of the Inclusive Diversity (I.D.) Committee is to provide a platform and structure within SETAC North America (SNA) that is inclusive of all people, including underrepresented groups, regardless of ethnicity, sexual orientation, gender identity, socioeconomic status, physical or mental difference, religion, age, or national origin. The Inclusive Diversity Committee serves as a focal point for interaction among these affinity groups with emphasis on outreach to these under-represented populations. The Inclusive Diversity Committee believes that inclusivity and diversity foster a collaborative, supportive, and respectful environment that increases the participation and contribution of all members of SNA, while understanding, accepting, and valuing differences among its members.

## II. GOVERNANCE

A. **Oversight** - The SNA Board of Directors (BoD) has oversight for the committee, along with the liaison assigned from the SNA BoD that will oversee all committee actions, plans, and events.

**Rules** - The dissemination of committee deliberations adheres to the SETAC [Public Outreach Policy](#). Any material shared by the committee or posted on the committee webpage should adhere to the [SETAC Communities Rules of Conduct](#), [SETAC Logo and Trademark Guidelines](#), [SETAC Social Media Guidelines](#), and [SETAC Privacy Policy](#). Moreover, all committee members should adhere to the [SETAC Code of Ethics](#). These materials are incorporated into this guidance by reference.

B. **Budget** – The committee will rely mostly on fundraising efforts solicited through advertising to donors that are particularly interested in diversity and inclusion initiatives. Our fundraising efforts will go towards our planning for social events at SNA annual meetings, as well as providing travel awards to help in the recruitment of under-represented individuals to attend SETAC national and regional meetings.

## III. MEMBERSHIP

A. **General Membership** – The Inclusive Diversity Committee will be open to all members of SNA from all sectors and membership types. Members that are part of the Inclusive Diversity Committee do not have to identify with a group that is represented, however, it is encouraged that each member is a part of at least one subcommittee that is housed under the committee. Aside from general members, the Inclusive Diversity Committee will consist of the steering committee (Chair, Vice-Chair, Immediate Past Chair, members at large, and subcommittee chairs).

B. **Leadership/Steering Committee-** The Inclusive Diversity Committee leadership will consist of a Chair, Vice-Chair, and Immediate Past Chair. The Chair and Vice-Chair will serve two-year terms until the third year after the committee is established. This will help in the standardization of planning and implementation of goals for the committee. Following this, the incoming Vice-Chair will serve a three-year term, one year in each position (Vice-Chair, Chair, and Immediate Past Chair). A new Vice-Chair will be elected each year following the initial two-year designated adjustment time. The Steering Committee will consist of Chair, Vice-Chair, Immediate Past Chair, and subcommittee chairs.

C. **Subcommittee Chairs** – The Inclusive Diversity Committee will house several subcommittees (e.g., LGBTQ+, Disability, Social Media, Recruitment, Fundraising, and Events subcommittees). Each subcommittee will have 1-2 chairs to conduct subcommittee business and report on conference calls about subcommittee activities. The subcommittee chairs will be charged with running each respective subcommittee and ensuring all tasks assigned and detailed are completed in a timely manner.

D. **Liaisons** - Liaisons will be self-nominated or nominated by either Inclusive Diversity Committee steering committee or the chair(s) of the Membership Committee, Development Committee, Career Development Committee, Student Advisory Council, Program Committee, or the SNA Board of Directors. A liaison serves a minimum of a one-year term, with a three-year term limit.

#### IV. OPERATING PROCEDURES

A. **Election/Selection of Steering Committee (SC) and liaisons** – Beginning in 2021 Vice-Chair nominations will be solicited by the current Chair. Voting for a new Vice-Chair will take place prior to the face-to-face meeting held at the annual SNA meeting in November of each year. Subcommittee chairs, liaisons, and leadership position applicants should abide by the guidelines mentioned below before applying for the position.

1. Candidates qualify if they are an SNA member in good standing. Candidates can self-nominate or be nominated by any member of the committee.

2. Candidates are asked to prepare a written statement within one month of the initial call for applicants sent out to the SNA membership.
3. A vote will be held electronically (e.g., via Survey Monkey) after the I.D. Committee has been able to evaluate each application.
4. Liaison elections will be held each year, alongside the election of the steering committee.
5. For all elections, simple majority ( $\geq 50\%$ ) of all voting committee members wins, and ties may be broken by a vote among the three Chair positions (Immediate Past Chair, Vice-chair, Chair).

## **B. Responsibilities/Activities of Leadership, Members, and Liaisons**

### **1. General Members**

- (a) Promote and support the goals of the committee.
- (b) Actively encourage and participate in conference calls, group initiatives, and events throughout the year.

### **2. Steering Committee members - Additional Guidelines**

- (a) Review and revise operating guidelines at least once every three years.
- (b) Communicate annual progress and activities to SNA BoD through an annual report (annual reports are due by October 1 each year).
- (c) Maintain updated contact for all subcommittee members and ad-hoc committees
- (d) Liaisons provide regular updates from their respective committees.
- (e) Attendance on conference calls/meetings or a brief write up of activities provided to the committee chair to update the committee.

### **3. The Inclusive Diversity Chair shall:**

- (a) Provide leadership to the members and disseminate information between the committee and the SNA BoD with support from the SNA BoD liaison(s).
- (b) Coordinate conference calls and meeting times.

- (c) Prepare an annual report, in conjunction with the SC members, to be submitted to the SNA BoD prior to each SNA Annual Meeting.

**4. The Inclusive Diversity Vice Chair shall:**

- (a) Participate in committee meetings and conference calls.
- (b) Responsible for meeting minutes during the conference calls (or delegate).
- (c) Seek nominations for open positions and manage solicitation of nominees for positions within the committee.
- (d) In the event of the Chair's temporary absence, the Vice-Chair (or delegate) will serve in their stead.
- (e) In the event that the Chair resigns, the Vice-Chair will serve in that capacity and a new Vice-Chair will be elected

**5. The Inclusive Diversity Immediate Past Chair shall:**

- (a) Serve as an advisor to committee following term as Chair.
- (b) In the event that the Vice-Chair or Chair resign their position, the Outgoing Chair will assist until a replacement is named.

**6. SNA BoD Liaison(s)** - A current SNA BoD member or members, appointed by the SNA President, will work in partnership with the **Inclusive Diversity** Chair to serve as a liaison(s) between the SNA Board of Directors and Inclusive Diversity Committee.

**C. Formation and dissolution of subcommittees** - The establishment of a subcommittee will be enacted by the Chair with voting approval by the Vice-Chair and the other members of I.D. Steering Committee. Members of I.D. Committee may become Chairs of subcommittees within the I.D. Committee to facilitate the completion of I.D. Committee deliverables and other activities. Members interested in assuming subcommittee Chair positions may either self-nominate or be nominated by a member of I.D. Committee. If multiple nominations are received, a vote will be carried out during a conference call or electronically (e.g., via Survey Monkey).

## **V. COMMUNICATIONS**

- A. Subcommittee chairs shall communicate by email and monthly conference calls if deemed necessary. In the event that a call is not held one month, the subcommittee chairs must provide some written statement to update the Chair, Vice-Chair, and BoD liaison(s). In addition to emails and conference calls, the I.D. Committee will meet in person once a year at the SNA annual meeting.
- B. I.D. Committee members shall communicate via email, group website, and forums, and are invited, but not required, to attend the scheduled conference calls and SNA annual meeting.
- C. Subcommittee meetings will be at the discretion of each chair and do not have to be attended by the general I.D. Committee membership. All that is required for the subcommittee chairs is to provide subcommittee activity updates for the chair and vice chair at each month's conference call.

## VI. ACTIVITIES CALENDAR

- A. The following timeline should be used as a general guideline for I.D. Committee activities, meeting preparations, and deliverables:
- B. **January/February:** Generate ideas for social/networking events for next national meeting; determine monthly conference call times; determine fundraising goals for the upcoming year.
- C. **March/April:** Coordinate with Membership Committee to solicit feedback as needed pertaining topics focused on diversity.
- D. **May:** Reserve meeting and event rooms for the upcoming SNA national meeting. Notify members of I.D. Committee travel applications
- E. **June/July:** Solicit interest for incoming Vice-Chair; begin advertising events at national meeting
- F. **September:** Submit annual report to SETAC Office and SNA BoD (annual report is due by October 1 eac year).
- G. **October:** Distribute candidate statements for Vice-Chair and any other necessary election. Notify members of travel grants.
- H. **November:** National meeting and face-to-face I.D. Committee meeting; approve new liaisons and Vice-Chair.

## VII. DELIVERABLES

- A. **Long-term Goal** - The long-term goal of the committee is to identify and address the needs of those that align themselves with the mission and goals of the I.D. committee and potential members of SETAC.
- B. **Annual Report** – Towards the end of September the I.D. Committee will provide an annual report to the SNA BoD that outlines accomplishments of the past year as well as outline its long-range plans (LRP) and how those plans align with the SNA LRP. Submission prior to the meeting will allow the SNA BoD to adequately assess the success of the I.D. Committee through the year.
- C. **Globe Article** - Two Globe article per year describing the committee, its activities, and accomplishments (or goals) for the previous or upcoming year. The second article will outline and advertise annual meeting events and travel award information.