

GHAR Equity Committee Operating Format

PURPOSE

- Guide GHAR in embedding equity throughout the organization.
 - Review Policies, procedures and practices.
 - Identify areas for improvement.
- Support all levels of GHAR leadership in creating a fair and inclusive environment for all members.

OBJECTIVES

- Put systems in place that promote consistency, align organizational practices with equity driven best practices, and ensure these standards are reflected across every part of the association.
- Share equity knowledge, expertise, analysis, and information with other GHAR committees.
- Ensure partnerships with diverse affiliate members.

AUTHORITY

The Equity Committee is duly authorized in accordance with the Association's Bylaws. The Committee is responsible to the Board of Directors.

MEMBERSHIP COMPOSITION AND TERMS

The Committee shall consist of a Chair, a Vice-Chair, (except in the first year, Co-Chairs) the immediate Past Chair and up to twelve (12) members at large. The Chair, Vice Chair and immediate Past Chair shall be limited to one-year terms. Committee members shall be limited to three (3) consecutive one-year terms of office. After serving three (3) consecutive terms, to be eligible for re-appointment to the committee, a member must go off the committee for one (1) year (which may include moving to the "Friends of" Group) or be appointed to the Vice Chair position. The only exception to this term limit would be if there are still available seats at the time the committee is assembled for the following year.

In January of each year, committee members are instructed that they will have input in choosing the next year's Chair and Vice Chair. Midway through the year committee members are surveyed for input. In September the incoming President and President-Elect will meet with the CEO to review recommendations from the current chairs, vice chairs and staff liaisons based on the survey results and choose the next year's Chair and Vice Chair. Appointments are made by November 1 of each year, if possible, and are subject to confirmation by the Board of Directors.

In the event of an unexpected vacancy by a Chair or Vice Chair, the President and President-Elect may appoint a replacement to be approved by the BOD after the committee members have been surveyed for interest.

MEETINGS

Meetings shall be held as needed and shall be held at the Association Headquarters, unless otherwise noted. Meetings shall be conducted in accordance with Robert's Rules of Order.

ATTENDANCE

Any committee member that fails to attend two (2) consecutive meetings shall be queried about their interest in continuing to serve. If any committee member fails to attend three (3) regular meetings, then the member may be removed from the committee.

POLICIES AND PROCEDURES

The Committee reports to the Board of Directors. It may make recommendations and refer proposals back to staff for additional preparation. Any program initiative requiring funding, which is not provided in the annual budget, must be requested from the Board of Directors. The Committee members shall observe and comply with the Member Volunteer Code of Conduct.

The Committee will plan events and vet potential venues through the lens of ageism, ableism, racism, etc. to ensure that our events are inclusive to all.

FRIENDS OF GROUP (If Applicable)

The Friends of Group is to be used in cases where a member has met their term limit with the committee but still wants to stay involved in some way. To be eligible a member would need to be serving in their third consecutive year on the committee at the time of committee selections for the following year. The following is the structure for the Friends of Group for this committee:

- 1) Friends are limited to no more than ten (10) members.
- 2) Friends are allowed to attend the meetings, but they do not have the ability to vote.
- 3) Friends are limited to a 1-year term and then can re-apply for the committee.
- 4) Friends, when requested, will receive copies of the minutes.

STAFF LIAISON

The Committee shall have a staff liaison and administrative and procedural support will be provided. Staff shall prepare meeting notices, agendas, exhibits, minutes, and correspondence.