

III. PROJECT TASK FORCE

ELEMENTS OF FORMATION FOR APPA ENGAGEMENT

Entity Name: "Diversity, Equity, & Inclusion"

Purpose

Develop processes, tools, and resources for member institutions and their organization to encourage, promote, and drive specific measurable diversity, equity, and inclusion (D.E.I.) goals and objectives. The words (D.E.I.) should represent action, acceptance, safety, creativity, and innovation. The project should be about creating awareness, encouraging respect, accepting responsibility for our own learning, and taking action to speak up and out. Opening up helps people feel valued, an important part of the team. Indeed, celebrating differences is not tolerating or accepting differences...it's valuing and celebrating differences. As such, people are seen, valued, heard, respected, and empowered to flourish in their roles, thus bringing DEI to life in meaningful way.

Proposed activities

See "Milestones" and "Deliverables" for detailed actions.

Type of committee and structure

Project Task Force

Charge(s)

See "Goals" and "Deliverables" for details.

Number and composition of members/ staff

Board Vice Chair; 8-12 volunteers from various institutional types with diverse backgrounds that reflect the import of the work itself; Staff assistance

Leadership (may be staff or volunteer)

Group of volunteers select a chair and vice-chair; Staff-assisted

Appointment time period

2 years

Method for appointment or selection

Response to a Call for Service and targeted invitations for participation

Commitment and expectations

Willingness and availability to actively participate in meetings and further the goals and deliverables of this initiative

Qualifications

Deep interest in DEI and a commitment to make change in our industry

Reporting line (position title), accountability measures, & cycle

Board Vice Chair; President and CEO; final report, resources, and tools

Formal Board review period (one, two, or three year time frame)

Close of project in a reasonable time frame; achievement of stated goals

Funding requirements (if applicable)

Support for 3-4 face-to-face meetings of 8-12 individuals

Additional elements for a project task force include the following items:

Goal(s)

An integrated DEI strategy that is grounded in transparency, encourages power-sharing, and supports accountability to transform the culture of the organization.

Milestone(s)

- Establish DEI Strategies
- Align with strategic planning framework
- Identify action items
- Integrate throughout the association and organization systems
- Putting action behind the words – DEI
- Identify ways to leverage the power of your organization's diversity

Deliverable(s)

- Ways to measure progress toward goals
- Determine the scope of accountability
- How to communicate transparently
- Understanding the criticality of power-sharing to DEI and your culture

Timetable for completion

2 years required for significant achievement of the deliverables