

## DEI Committee Co-Chairs Roles & Responsibilities

### Co-Chair Candidacy, Election, and Terms:

The DEI Committee will be facilitated by two co-chairs chosen by the Committee based on past DEI Committee performance and engagement. Eligible candidates for co-chair must have served six months. Efforts will be made to recruit and support BIPOC and LGBTQ+ individuals for co-chair positions.

To ensure a smooth transition, one of the co-chairs will exit the role each year with a new co-chair starting for continuity of leadership.

To apply, a short statement of interest should be submitted to the committee for review. Deadlines for co-chair election will be announced in advance. Typically, in the final quarter of the calendar year.

### Committee Meeting Attendance:

Committee members are expected to attend all meetings and retreats. The DEI Committee meets monthly on Zoom for one hour, typically on the first TUES of each month from noon-1 pm. Members are asked to notify a co-chair in advance if they are to be absent.

DEI Committee members are eligible for a stipend of \$40 for every meeting that they attend, with a cap of \$500 per year, per member. The co-chairs will be responsible for submitting attendance and stipend recommendations annually in December to VMG's finance department.

There is no additional compensation for co-chairs beyond the general membership stipend.

### Tasks for Co-Chairs:

#### ADMIN

- Setting the agenda & facilitation of monthly meetings
- Taking meeting minutes and posting them on the VMG Intranet
- Administration of the group including keeping a roster of current group members; taking attendance at meetings; communicating at the end of the calendar year with the finance dept.
- Coordinate monthly meeting times at the end of each year for the following year & create calendar Invites and Zoom links
- Coordinating the monthly Diversity calendar educational communications to "all staff"
- Provide a detailed write-up to senior leadership at the end of the year: what was accomplished

#### ADVOCACY

- Provide support and outreach to current members: concerns, attendance, etc.
- Comment on and offer feedback regarding important discussions between members and leadership
- Advocate for and represent DEI amongst staff and during leadership meetings (they've presented at shareholder meetings about upcoming DEI changes, efforts, etc).
- Ongoing communication with DEI Coordinator (part-time staff member) – currently monthly mtgs.
- Supporting and advocating for DEI coordinator with the larger VMG community

#### RECRUITMENT

- Recruiting emails for new members
- Initial conversations with interested new members prior to their applying