

Valley Medical Group's Diversity, Equity, and Inclusion (DEI) Committee

Roles & Responsibilities

Purpose:

The DEI Committee makes recommendations to the Board of Directors, the Senior Leadership Team, and the DEI Coordinator to help ensure accountability in the areas of DEI. Furthermore, the DEI Committee will:

- Explore opportunities for improvement within our medical practice concerning DEI.
- Examine employment practices & policies to encourage hiring, advancement, and retention of marginalized groups.
- Identify barriers to equal opportunity in the workplace, provide education & direct resources, and encourage dialogue to promote DEI.
- Provide resources to educate and address the health inequities experienced by marginalized groups and in particular by BIPOC & LGBTQ+ patients.

Membership:

The Committee's membership will consist of a maximum of 12 rotating volunteer seats of staff and providers. Ideally with at least one representative from each health center. In addition, the Committee will have 3 standing positions that do not rotate including a representative from Human Resources, one from Senior Leadership, and the DEI Coordinator.

At least once a year we will do a 'call for new members'. Interested employees apply using the application available in the [DEI Folder](#) on the Intranet. The DEI Committee will review all completed applications. Membership will be decided by a majority vote and requires a minimum of 2/3 of members to be present for the vote. Members who are unable to attend 'in person' on Zoom, may vote by proxy by sending an email to both co-chairs with their vote before the start of the meeting. All new members will have a New DEI Committee Member orientation.

Committee members will serve as unpaid volunteers for two to three-year terms. Current members may extend their membership by one year if there is not a sufficient number of new Committee members or Co-chairs.

Co-Chairs:

The DEI Committee is facilitated by two co-chairs chosen by the Committee based on past DEI Committee performance and engagement. Candidates for co-chair must have served six months on the Committee to be eligible. Efforts will be made to recruit and support BIPOC and LGBTQ+ individuals for co-chair positions. Like the general membership, these co-chair roles are unpaid. To ensure a smooth transition, when possible, one of the co-chairs will exit the role each year with a new co-chair starting for continuity of leadership.

Committee Meeting Attendance and Stipend:

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

While our roles are voluntary, 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. DEI meetings are considered 'outside of the lunch' hour. This decision was approved by senior leadership. All other work of the committee is unpaid.

The co-chairs are responsible for submitting attendance and stipend requests annually in December to VMG's finance department.

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