

DEI Charter DRAFT 9-17-2020

1. The Board of Directors of Capitol Hill Village is committed to the Village becoming anti-racist. The Board anticipates that this anti-racism will be reflected in the diversity of our Village community, including our membership, staff and Board, in the knowledge shared among our members on racial issues, in the actions taken as a Village to improve equality among the races, and in actions taken by members to improve racial conditions and reduce inequities within our neighborhood.

The Board hereby establishes a special committee on diversity, equity, and inclusion (DEI) to recommend to the Board actions that can be taken to achieve these objectives with an emphasis on policy changes that need to be made by the Board to remove any existing barriers to achieving these goals and to identify policies and investments necessary to expedite Village efforts towards these goals.

This special committee is intended to complement the Working Group on Anti-racism, a staff facilitated, member driven group designed to create programming for CHV consistent with these principles to make members more aware of racism issues and to identify opportunities where members, acting either as individuals or as a collective, can make a difference.

2. The Committee shall examine DEI issues across our organization to identify and recommend short- and longer-term actions to the Board that will support our commitment to anti-racism and social justice. The Committee may review any aspect of the Village's operations, policies, culture, and communications to identify changes needed to enable us to better support and reflect our commitment to DEI and will help the Board prioritize those actions likely to have the most significant impact. The Committee's review may include, but is not limited to:

- The CHV mission, vision, and values statement
- The Board's strategic plan and board committee charters and work plans
- Board recruitment, onboarding and education plans and procedures
- CHV organizational culture and human resources policies and procedures.
- The approaches and processes used to attract, onboard, engage and retain Village members, volunteers, and partners
- Membership offerings, benefits, and fees
- The definition of our service area and the nature and scope of our service offerings and volunteer activities
- Our internal and external communications, including messages, channels, imagery
- Partnerships with the non-profits, businesses and government organizations in our community.
- Strategic partnerships with other Villages and other organizations.

3. The Advisory Committee shall be comprised of up to nine members, three of whom shall be selected by the Board from among its current and former members, three of them should be

selected by the Staff from amongst its current or former members, and up to three of which can be chosen jointly by the Board and Staff members of the AC Committee from amongst the Village members, volunteers, and community residents. Neither the Board President nor the Executive Director shall serve as members of the Advisory Committee, but shall be kept informed of its progress in due course and shall assist the Advisory Committee in getting such information as may be requested by the AC. The members of the Advisory Committee may elect a Chair or two Co- Chairs as its members so determine and shall act consistent with the Bylaws of the CHV.

4. The Advisory Committee may solicit input from within the Village membership, from our current service area and beyond, especially as it seeks to solicit input from the community, including soliciting a wide variety of voices and experiences.

5. Expenses of the Committee, if any, must be approved in advance by the Executive Director and Board Treasurer.

The Advisory Committee may make Recommendations for budgeting and acquiring additional resources needed to address DEI issues, e.g., additional Village staffing; outside consultants to assist in training, needs assessment, project planning/measurement.

6. The work plan for the Committee will include the following components and milestones:

- The AC shall meet regularly. The AC may meet in person or electronically. Voting procedures on any actions, reports or recommendations may be determined by the AC. Minutes of its meetings shall be provided to the Board.
- The AC will share information and coordinate work plans and actions with the working group on anti-racism programming and with other Board committees, as needed.
- The AC will share information and coordinate plans with the CHV staff at least every two months.
- The AC shall report to the Board on its actions, progress, and preliminary recommendations at the Board meeting held every two months.
- Within 6 months of the AC's first meeting, the AC will provide an initial list of recommendations to the Board. At a minimum, each recommendation will include a list of necessary actions and consideration of how success will be defined and measured.
- Further updates shall be provided to the Board thereafter not less frequently than every 6 months, and more frequently if the Board requests. Any summary report from the AC shall be distributed to each Board member by the Board Secretary within 14 days of receipt by the Secretary and made subject of discussion at a meeting of the full Board within two months of receipt.
- After the first 6 months, the Board will review the committee's progress to date, the preliminary recommendations, and identify next steps, to include any necessary changes to this charter.