



CLEVELAND FEDERAL EXECUTIVE BOARD

355 Anthony J. Celebrezze Federal Building—1240 East Ninth Street—Cleveland, OH 44199—2002
Telephone: 216-433-9460 · FAX: 216-433-9463 · <http://www.Cleveland.FEB.gov>

DIVERSITY & INCLUSION COMMITTEE CHARTER

MISSION STATEMENT:

The mission of the Cleveland Federal Executive Board (FEB) Diversity & Inclusion Committee is to assist Cleveland federal agencies in promoting a diverse and inclusive workforce through collaboration, education, and sharing of best practices.

PURPOSE:

The Cleveland FEB Diversity & Inclusion Committee is designed to serve as a working advisory board to communicate special emphasis programs across agencies in the Northern Ohio region. Each agency's liaison will support their own agency strategic objectives while finding ways to increase overall employee satisfaction by fostering an environment of inclusion across agencies.

Additionally, the committee will ensure organizational continuity among the special emphasis and diversity programs identified in this Charter and guide the development of programs and services that support the Cleveland FEB mission. The committee will communicate, collaborate, and coordinate programs and services to synchronize efficient, effective use of resources, provide educational and informative programs, and foster equal opportunity and fair treatment of all persons regardless of race, disability, color, national origin, sex, religion, age, or reprisal for sexual orientation, parental status, genetic information, political affiliation or non-job related conduct, which does not adversely affect employment in the Federal government.

Federal agency members are reminded that observances are conducted to recognize the continuous achievements of all Americans to American culture and to increase awareness, mutual respect, and understanding. They are designed to enhance cross-cultural and cross-gender awareness and promote harmony amongst the military and civilian workforce in the Northern Ohio region. These observances include but are not limited to the following:

- African American/Black History Month
- Native American/Alaskan Natives Heritage Month
- Asian American & Pacific Islanders Heritage Month
- Hispanic Heritage Month
- Holocaust Remembrance Day/Days of Remembrance
- Martin Luther King's Birthday
- National Disability Employment Awareness Month
- Pride Month
- Military/Veteran Employment
- Women's History Month/Women's Equality Day

OBJECTIVES:

- Identify, coordinate, and share effective equal employment opportunity strategies to attract, retain, develop, manage and reward a high-performing diverse and inclusive federal workforce within the Northern Ohio region.
- Provide forums for interagency sharing of best practices and training opportunities for EEO and workforce development, including succession planning, leadership development and other employee training. Sponsor and support programs and activities pertaining to employment, education, advancement and retention.
- Increase awareness of employment opportunities across FEB member agencies.
- Serve as a networking resource to communicate and exchange information about programs and activities.
- Foster partnerships with professional and community groups to raise awareness and promote public service as a career.
- Provide outreach services to the community to support diversity programs and events. The committee serves as a communication channel to develop and strengthen partnerships with community organizations.
- Provide resources, training, and mentoring opportunities that will allow for personal and professional growth of the committee members.
- Identify and communicate top diversity issues to senior leadership and all member agencies by providing recommendations and best practices regarding diversity and inclusion efforts.
- Maintain an annual calendar to ensure widespread dissemination of all planned activities and projects in the areas of diversity and inclusion, cultural awareness, and service to the community.
- Committee members will actively engage in activities and programs related to the mission of this charter. Each agency representative will provide feedback to his/her agency leadership to ensure visibility of program initiatives and accomplishments. The committee members will encourage, promote and solicit agency employees and leadership participation. The ideas, suggestions, recommendations, and best practices will be channeled back to the Cleveland FEB Policy Committee.

COMMITTEE COMPOSITION:

The committee membership will report to the Cleveland FEB Policy Committee. The committee will be comprised of the Cleveland FEB Director, representatives from local employee affinity groups (to include but not limited to: Blacks in Government (BIG), Federally Employed Women (FEW), Association of Naval Services Officers (ANSO), Military Awareness), and designated representatives appointed by their respective agency. Officers will be elected by a majority vote from this team to serve in the capacity of Chairperson, Vice-Chairperson, and Secretary.

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Officer responsibilities include:

Chairperson

- Serve 2 year term as Chairperson.
- Conduct all meetings of the committee.
- Serve as a liaison between committee and Cleveland FEB Policy Committee.
- Upon completion of 2 year term, will act as Ex-Officio Member of the Board.

Vice-Chairperson

- Serve 2 year term as Vice-Chairperson.
- Conduct meetings of the committee in absence of the Chairperson.
- Serve as a liaison between committee and Cleveland FEB Policy Committee in Chairperson's absence.
- Function as directed by the Chairperson to assist in the efficient operation of the committee.

Secretary

- Serve 2 year term as Secretary.
- Assist in the preparation of notices for all meetings.
- Prepare and maintain minutes of all meetings and records of the committee.
- Maintains current listing of members.
- Ensure notices are disseminated and posted for meetings and events supported by committee.

MEMBERSHIP:

Federal agency heads within the Northern Ohio region participating in this initiative may appoint individuals from their respective agencies to serve on this committee. Appointments shall be for a minimum of two years.

MEETINGS:

The committee will meet on the third Wednesday of each month.

ANNUAL REVIEW:

This charter is subject to annual review by the membership at the first meeting of each new fiscal year. Any proposed structural changes to this charter will require the specific approval of the Cleveland FEB Policy Committee.

Each member of the Cleveland FEB Diversity & Inclusion Committee shall be provided with a copy of this charter.

***Cleveland FEB Policy Committee
approved charter on April 9, 2014***