

## Equity, Diversity, and Inclusivity for Everyone (EDIE) Committee Charter

### Purpose

The EDIE Committee will develop and institute policies and procedures that will engender a culture that is equitable, diverse, and inclusive of the TxABA Executive Council, organization members, constituents, and any party or person who interacts with the TxABA organization.

### EDIE Membership

The EDIE Committee shall have a minimum of three (3), and no more than nine (9), committee members. Unless otherwise stated, committee members shall serve 3-year terms starting **August 1** and ending **July 31**. Committee members are comprised of the following combination:

- **Chair:** The chair must have served on the EDIE for at least 1 full term (3 years), in order to be appointed to this position. The chair is appointed by the Executive Council by majority vote. The chair schedules monthly meetings, sets agenda to reflect actions items that support assigned strategic plan goal/s, ensures meeting minutes are stored in committee google drive and reports member participation.
- **Executive Council Liaison:** The TxABA Executive Council shall appoint one person from among the current council members to serve on the committee.
- **At-Large Representative (Student):** Selected from the student membership of the organization. This individual is required to have at least one year left in school when their term on this committee starts.
- **At-Large Representative (Academic):** Selected from the general membership of the organization. Must have a Ph.D. and their CV must indicate that they are a professor or instructor in a Behavior Analysis graduate program.
- **At-Large Representative (Practice):** Selected from the general membership of the organization. Must have a minimum of a Master's degree and their CV must indicate their primary role as a practitioner.
- **At-Large Representative (RBT or BCaBA):** Selected from the general membership of the organization. Must have an RBT credential at the time of appointment and have been working as an RBT for a minimum of one year or Must have a BCaBA credential at the time of appointment and have been working as a BCaBA for a minimum of one year.
- **Rural Representative (Master's or Ph.D.):** Selected from the general membership of the organization. This individual must live and work in more rural areas of the state of Texas. What constitutes "rural" may be determined by the Executive Council at the time of appointment.

**Note:** Any committee member, except Executive Director, can fulfill multiple committee member roles. However, the goal is for all roles to be represented.

## **EDIE Activities, Duties, and Responsibilities**

Acting with the Executive Director, the EDIE has the **authority** to:

- Collaborate with EC to identify & implement at least one goal on TxABA's strategic plan.
- Provide strategic goal progress as requested by the ED or EC.
- The EDIE Committee will be primarily responsible for promoting equity, diversity, and inclusivity across the TxABA organization, including the duties and responsibilities associated with the organization's Executive Council, employees and event staff, committees, and SIGs.
- EDIE Committee members will serve as advisors to different TxABA Committees. The goal is to support those committees in promoting an equitable and inclusive culture in execution of their respective duties. As part of their duties to the TxABA Committees, EDIE committee members will have the responsibility of addressing and educating committee members should any problematic behaviors occur that represent barriers to equity, diversity, and inclusivity
- The EDIE Committee will develop scorecards to function simultaneously as performance checklists and to monitor performance of all TxABA organization members and volunteers to ensure they are executing their responsibilities in an equitable and inclusive manner.
- The EDIE Committee will review and provide guidance on any documents as requested by the TxABA EC or the Executive Director. This includes but is not limited to surveys, questionnaires, or announcements.
- The EDIE Committee will be responsible for authoring a statement of TxABA's position on matters relevant to equity, diversity, and inclusion. These statements must be approved by the TxABA EC before being released to the public.
- The EDIE Committee will build a page on the TxABA website devoted to various types of resources related to equity, diversity, and inclusion.

## **Committee Standards**

### **Activities**

Committees shall have other responsibilities as deemed necessary by the TxABA Executive Council.

### **Executive Director and Secretary-Treasurer Role**

The TxABA Executive Director and the Secretary-Treasurer shall serve as advisors (non-voting) and will provide administrative support and recommendations based on their knowledge of the organization's operations.

### **Recruitment**

All committee members will be selected from among individuals with an active TxABA membership. Recruitment for open committee member seats will occur yearly. Applications will be accepted from April 1st through May 15th. Committees will submit their new member recommendation/s to the Executive Council (EC) by July 1st. Approved new members will start their term on August 1st unless



otherwise deemed by the executive council. At completion of the first term, any committee member may be nominated and upon receiving a majority vote, the elected individual(s) may serve an additional term - up to two, consecutive 3-year terms (except for the awards and student committee members, see their charters for specifics).

### **Meetings**

Committees will hold meetings monthly and members will demonstrate active participation by attending at least 70% of the meetings. Meeting minutes will be taken (for each meeting) and stored in the committee Google Drive.

### **Annual Reporting of Activities**

Committees will submit an annual report of their activities to be presented at the annual business held during the TxABA conference.