

+ Committee & Chair of Equity, Diversity & Inclusion (EDI) Job Description



+ Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

+ Committees Job Summary

Committees can be a practical way to structure and manage the board's strategic work. A committee is created to manage the task(s) or objectives of the board's agenda. A streamlined committee structure will be organized and make use of everyone's special skills and expertise.

+ The general responsibilities of the Equity, Diversity & Inclusion (EDI) Committee:

- Collaborate on diversity and inclusion issues* and creating or partnering with other chapter committees on programs, training or marketing efforts.
- Collaborate with the membership committee to help create an organization that appeals to qualified diverse applicants in conjunction with the EDI Chair.
- Identify external trends and recognizing best practices which will increase diversity among the chapter membership in conjunction with the EDI Chair, Membership VP &/or Chair, and the Executive Director.
- Maintain relationships with diversity-related businesses and other non-profit organizations with the intention of working together on initiatives and providing outreach to develop a diverse, inclusive membership in the chapter in conjunction with the EDI Chair.
- Collaborate and help to run training sessions on diversity and inclusion in conjunction with the EDI Chair.
- Collaborate on defining measure that impact of diversity initiatives over time including, but not limited to, tracking the diversity of the membership over time relative to the local market and industry diversity metrics in conjunction with the EDI Chair.

As defined: **Equity seeks to ensure fair treatment, **equality** of opportunity, and fairness in access to information and resources for all. We believe this is only possible in an environment built on respect and dignity. **Inclusion** builds a culture of belonging by actively inviting the contribution and participation of all people whether gender, race, color, age, country of origin, religion, and sexual orientation.*

+ **Benefits from serving as a Committee Chair:**

1. Improve team leadership qualities.
 2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
 3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
 4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
 5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.
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+ **The responsibilities of the Equity, Diversity & Inclusion (EDI) Committee Chair include:**

- Guiding and directing the activity of the Committee during his/her term.
- The progress of his/her committee toward achieving its strategic objectives.
- Delegating duties and assign tasks to committee members. Keep committee members engaged with committee meetings and email communications.
- Scheduling and facilitating committee meetings and agendas
- Keeping minutes and provide committee reports to the Vice President or Board Liaison over that committee, who then reports to Board.
- Responding to urgent action items requested by the Committee's Vice-President or Executive Director.
- Keeping a procedures manual for incoming Committee Chair. **Ensure that this position and committee are organized as is necessary to insure a smooth transition for the successor.**
- Soliciting new committee members**
- Keeping committee members focused on goals and achievements
- General understanding of the [chapter's bylaws](#) if plan to move up to a board position
- General understanding of the [chapter's policy manual](#) especially these sections:
 - Solicitation Policy (page 4)
 - Working Atmosphere Policy (page 6)
 - Conflict of Interest (page 9)
 - Code of Ethics (page 13)
 - Board of Directors (pages 18-20)

+ **The qualifications of the Equity, Diversity & Inclusion (EDI) Committee Chair include:**

- Chairperson shall have served on the committee prior to becoming chair.
- Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of Vice President & Executive Director).

+ Time Demands of the Committee (approximate)

Time Commitment	Details
.5-2 hours a month	Depending on the needs of the committee
1.5-2 hours a month	[Optional for Committee Chair] May attend board meetings - Request for action items or direction only - no verbal reports. Email the Executive Director in advance to make logistical arrangements for your attendance.
1-2 times a year	[Optional for Committee Chair] May attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter. Invitations will be sent from the Vice President of the Committee.

