



Oregon Chapter of the American Planning Association (OAPA)
Diversity, Equity, and Inclusion Group (DEIG) Charter
August 2019

1. PURPOSE

- A. The DEIG works across OAPA committees and with the Board of Directors to integrate diversity, equity, and inclusion strategies into OAPA's offerings, advocacy, and operations. The DEIG develops and drives tactics, projects, and programs, and serves as a resource for the Board and committees, in keeping with OAPA's mission, vision, goals, and objectives (see [OAPA's Strategic Plan 2018 Update](#).)

2. MEMBERSHIP

- A. The DEIG is comprised of:
- One representative from the OAPA Board and one from each of OAPA's standing committees, appointed by the Board and each committee respectively; and
 - OAPA members at large, including student members, with relevant experience or interest.
 - The size of the DEIG should be kept small enough to allow for effective discussion but large enough for diverse perspectives and expertise.
- B. The DEIG has two Co-chairs, selected by the DEIG:
- One from the OAPA Board or committee; and
 - One not from the OAPA Board or committee.
- C. DEIG member time commitment includes:
- Attendance at monthly meetings, typically virtual (estimated 1 hour monthly).
 - Ongoing review of meeting notes, resources, or project work between meetings (estimated 1-2 hours monthly).
 - Occasional attendance at OAPA related events (estimated 3 hours annually).
- D. When a member is transitioning off they must notify the Co-Chairs and OAPA staff.

3. TERMS OF OFFICE

- A. Members are appointed on a rolling basis, with each member serving a minimum of one year.
- B. Co-chairs serve a term of one year at minimum, with a staggering of leadership to ensure continuity.

4. MEETINGS AND COMMUNICATIONS

- A. The Board representative is responsible for liaising with the Board and OAPA's non-standing committees, such as the Awards, Conference, and Membership Committees, as appropriate; reporting on the group's progress at Board meetings and Annual Board Retreat, with support from OAPA staff; and sharing Board updates with the DEIG.
- B. Committee representatives are responsible for liaising between the DEIG and their respective committee, including updates at DEIG meetings and committee meetings as appropriate.
- C. Co-chairs are responsible for creating the agenda for monthly meetings, with support of OAPA staff. Members can request to add meeting agenda items, submitted to the Co-chairs in advance if possible.
- D. A member or OAPA staff can take meeting notes.
- E. The DEIG uses a Google drive to share agendas, updates, resources, and meeting minutes.

5. ADDITIONAL ROLES AND RESPONSIBILITIES

- A. The DEIG develops and implements an annual work plan in support of the Strategic Plan, with priorities approved by the Board during annual business planning and budgeting.

- Board approval is required for any activities outside the scope of the approved budget and work plan that have a fiscal impact or that propose a change to OAPA policy.
- B. From time to time the DEIG may review and update this charter, in consultation with the Board.
- C. OAPA staff provides support with logistics and operations of the DEIG.

6. DELIVERABLES:

- A. Year 1:
 - Develop an approach for how DEIG members engage and share responsibility with the OAPA Board and committees.
 - Develop a work plan, including programming and projects that provide alignment across the DEIG, committees, and the Board, and implement identified projects.