

# **IEEE Diversity and Inclusion Committee Charter**

## **General**

The IEEE Diversity and Inclusion Committee (the "Committee") is a Committee of IEEE, responsible to the Board of Directors as set forth in the IEEE Bylaws and Policies.

## **Purpose**

From Bylaw I – 305.3

The Committee shall assist the Board of Directors in support of IEEE's commitment to advancing diversity in the technical profession, and to promote an inclusive and equitable culture that welcomes, engages, and rewards all who contribute to the field.

From IEEE Policy 9.8 – IEEE Diversity Statement

IEEE's mission to foster technological innovation and excellence to benefit humanity requires the talents and perspectives of people with different personal, cultural, and disciplinary backgrounds. IEEE is committed to advancing diversity in the technical profession, and to promoting an inclusive and equitable culture that welcomes, engages, and rewards all who contribute to the field, without regard to race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression.

## **Responsibilities**

The responsibilities of the Committee shall include, but are not limited to:

- Promote the use of best practices for diversity, equity, and inclusion in leadership, engagement, and communications
- Advise the Board of Directors on strategies, activities, and programs focused on advancing diversity in the technical profession
- Promote an inclusive and equitable culture that welcomes, engages, and rewards all who contribute to the field, without regard to race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression
- Collaborate with the major organizational units to develop initiatives, programs (including education), and events that will align with established goals and objectives
- Develop an approach to communicate the Committee's related goals, activities, and progress across the organization and to appropriate external audiences
- Evaluate the effectiveness of the strategies, measure progress towards the goals and objectives, and provide a report to the IEEE Board annually
- Develop an annual plan of operations and budget, and effectively manage both to achieve desired goals and objectives.

## **Membership**

The Diversity and Inclusion Committee shall consist of 11 members as follows:

- The Chair, appointed by the IEEE Board, as recommended by the IEEE Nominations and Appointments Committee
- Vice Chair, selected from the current members by the Committee
- Two Members-at-Large, appointed by the IEEE Board, as recommended by the IEEE Nominations and Appointments Committee
- One member appointed by each of the Chairs of the Major Boards (EAB, IEEE-SA BOG, IEEE-USAB, MGAB, PSPB, and TAB) and the Awards Board. The Chair shall work with the Major Board Chairs to ensure their appointees reflect the diverse, global nature of IEEE's membership and activities
- IEEE Executive Director (non-voting)

The Chair shall serve a one-year term, with reappointment permissible for an additional one-year term.

The Committee shall select one member to serve as its Vice-Chair for the term of one year. The Vice Chair shall become the acting Chair should the Chair become unable to serve.

The Members-at-Large and other appointees shall serve two-year staggered terms, with re-appointment permissible for one additional two-year term.

## **Meetings**

It is anticipated that the Diversity and Inclusion Committee shall meet at least twice annually. The Committee also may meet and act upon the vote of its members by using conference telephone, electronic conferencing, electronic video screen, or other similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and participation by such means shall constitute presence of the person in the meeting.

## **Operations**

Administrative support for the Committee shall be designated by the IEEE Executive Director.

## **Reports**

The Committee shall provide an annual report to the IEEE Board of Directors, and such other reports as may be requested or as are provided for in this charter.

## **Charter Changes**

Changes to this Charter require approval of the IEEE Board of Directors.

Approved by the IEEE Board of Directors  
November 2021