



DIVERSITY & MEMBERSHIP COMMITTEE COMMISSION

MISSION:

ILCOR is committed to cultivating and preserving a culture of diversity, equity and inclusion. We are able to grow and learn better together with a diverse team of leadership and members. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our members invest in their work represents not only part of our culture, but our reputation and ILCOR's achievement as well. ILCOR welcomes the unique contributions that members can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, color, religion, disability, sexual orientation and beliefs. This Committee will provide oversight and achievement of ILCOR's DEI and membership values and principles and support the Board's efforts.

REPORTS TO:

ILCOR Board

NUMBER OF MEMBERS:

Up to 10

APPOINTED MEMBERS:

- Chair (voting)
- Vice-Chair (voting)
- 8 At-large members (voting)

Membership to include broad representation from ILCOR groups such as Task Forces, Communications Committee, Social Media Working Group, Councils, General Assembly Delegates and Staff. The Chair of the Diversity and Membership Committee shall be a non-voting member of the Board.

EX-OFFICIO MEMBERS:

- Board Liaison (non-voting)
- ILCOR Coordinator (non-voting)
- ILCOR Operations Manager (non-voting)
- AHA Advisor of Science & Health Advancement (non-voting)
- Immediate Past Chair (non-voting)

METHOD OF APPOINTMENT:

Initial Chairperson and members will be appointed by the Board. Subsequent years will follow

standard nominations process. Appointment will adhere to the ILCOR policy on appointment. Open positions for members, Chair and Vice Chair will be posted on the ILCOR website and applications will be accepted from all qualified candidates.

The ILCOR nominating committee will make recommendations to ILCOR Board for Members, Chair, and Vice-Chair position.

If all applicants are equally qualified the offer of an appointment will consider the following priorities in order:

1. Balance across ILCOR councils
2. Balance across genders
3. Diversity across career levels (early, mid, senior)

TERM OF OFFICE:

- Terms start July 1 and end June 30.
- The Chair and Vice-Chair are appointed for a 3-year term with eligibility for three additional 1-year terms.
- Members are appointed for a 2-year initial term with eligibility for three additional 1-year terms.
- Subsequently, all member terms will be staggered for 2, 3 or 4 years.
- Non-performance will be managed in accordance with ILCOR policy.

FREQUENCY OF MEETINGS & AGENDA:

At least three (3) times per year.

- Frequency of meetings may increase dependent upon workload of the committee.
- Quarterly reports are provided to the board, and an annual report is to be shared at the annual ILCOR/GA meetings.

QUORUM FOR VOTE:

Greater than 50% of voting members comprise the quorum including either Chair or Vice-Chair.

RESPONSIBILITIES & OBJECTIVES:

1. To provide strategic guidance, advice and oversight for ILCOR's diversity, equity and inclusion (DEI) objectives, strategies and activities to ensure alignment with ILCOR's strategic plan.
2. Work with the ILCOR Board in the development, monitoring and reporting of ILCOR-wide DEI goals and metrics.
3. Advise and provide guidance in relation to the findings of the strategic planning process to set strategies in assuring maximum impact for diverse populations. Identify gaps/solutions in addressing key goals.
4. Provide alignment of plans to overall strategic direction as well as integration of plans across stakeholders.
5. Champion the acceleration of progress to increase diversity of volunteers on Task Forces and Committees by overseeing and providing advice and guidance on nomination

ILCOR Diversity & Membership Committee Commission

Approved by Board: April 5, 2022

processes and selection practices.

6. Serve as strategic advisor to drive sustainable resource allocation for diversity/inclusion and multicultural initiatives to ensure achievement of goals. Provide recommendations to the Board as needed regarding gaps/opportunities.
7. Advise and provide guidance on internal and external communications to ensure messages are inclusive, respectful and relevant to diverse audiences.
8. Assure that identification and assessment of relevant risks, with appropriate mitigations and controls are identified/ or implemented and periodically assessed.
9. Provide guidance to applicants for ILCOR council membership
10. Ensure that application standards for ILCOR membership are consistent with ILCOR DEI principles.
11. Encourage applications to ILCOR for membership from “low resource” councils.
12. Administer membership application standards as outlined in the Articles of Incorporation and Internal Rules