

## Charter for the Committee on Equity, Diversity & Inclusion

### Purpose

To serve as:

- A resource to staff and committee leaders of AIA Minnesota and local AIA chapters in Minnesota in the planning and execution of programs and services for AIA members and the public, as related to topics of diversity, inclusion and equity;
- Volunteer partners to the Board of Directors in informing the organization's implementation of the Diversity Policy of AIA Minnesota and the recommendations put forward in the 2015 Diversity Task Force Report; and
- Volunteer partners in the development and execution of programming related to diversity, inclusion and equity, in conjunction with staff and additional committees as appropriate, and within the constraints of staffing and budgetary resources, as communicated by the Executive Vice President.

The Committee's purposes are, therefore, advisory, governance, and programmatic in nature.

### Type of Group

Standing Committee (serving a continuing purpose).

### Authority Delegated or Retained

No financial or programmatic authority is delegated to this committee by the AIA Minnesota Board of Directors. However, it is expected that the Committee on Equity, Diversity & Inclusion will provide guidance to staff on the expenditure of funds allocated specifically for diversity and inclusion efforts in the AIA Minnesota budget. It is similarly expected that the Committee will work cooperatively with staff and the volunteer leaders of other committees in the development and execution of AIA Minnesota and local chapter programming.

### Area(s) of Focus (organizational activity area, program(s) and/or topics)

Diversity, inclusion and equity, with particular (but not exclusive) emphasis on diversity of gender and race/color/ethnicity (the areas where it is well documented that the demographic makeup of the profession of architecture does not reflect the demographic makeup of the population of Minnesota).

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## **Membership**

Members of the Committee on Equity, Diversity & Inclusion must be: members of AIA Minnesota (Assoc. AIA, AIA, FAIA, Allied, Hon. AIA, or Emeritus); or faculty of or students enrolled in architecture degree programs at the University of Minnesota or Dunwoody. Any individual who is otherwise eligible for membership will be required to join at the appropriate category. Exceptions to this membership stipulation may be granted on a case-by-case basis by the Executive Committee of AIA Minnesota, understanding that engagement in the work of the Committee is a benefit of AIA membership, and due to the nature of this committee's work related to building and mentoring the profession, engagement of students is valued.

The membership of the Committee should include one or more representatives of the AIA Minnesota Women in Architecture (WIA) Committee, one or more representatives of the local chapter of the National Organization of Minority Architects (NOMA), one or more representatives from greater Minnesota, and one or more faculty of the architecture degree programs at the University of Minnesota or Dunwoody.

Membership will be confirmed on an annual basis, with inactive members (those who have not attended meetings or directly contributed to the work of the committee in between meetings) being dropped from the Committee membership listing. Members may sign up again for Committee membership if they have been dropped from the membership listing; however, two consecutive years of being listed as a member of the Committee without being active in at least 75 percent of its work may result in further conversation regarding the member's commitment to the Committee's work going forward. (Members who are most interested in continuous learning related to issues of diversity, inclusion and equity will be directed to the Learning Community on Equity, Diversity & Inclusion pilot program, to be launched during 2017.)

## **Leadership**

AIA Minnesota volunteer leaders and staff will strive to recruit candidates for the positions of co-chair (2) and co-chair elect, in accordance with the AIA Minnesota Policy on Committees; however, one of the co-chair positions will regularly be held by the AIA Minnesota Secretary, in keeping with the governance-related duties of the Secretary and the governance-related role of the Committee on Equity, Diversity & Inclusion. Facilitation of Committee meetings will be regularly led by the outgoing co-chair, with the incoming co-chair and the co-chair elect serving as facilitator in the senior co-chair's absence. The co-chairs, co-chair elect, and staff assigned to the Committee are expected to collaborate in the development of meeting agendas.

## **Staff Support**

The Executive Vice President will allocate AIA Minnesota staff time toward the support of regular meetings of the Committee and additional staffing as appropriate. AIA Minnesota staff will also ensure that a physical meeting space is available and that opportunities for remote participation (via conference call, video-based, or Internet-based remote technology) are pursued for all Committee meetings, and information related to these remote opportunities are shared with Committee members and the broad AIA Minnesota membership.

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

Members of the Committee on Equity, Diversity & Inclusion are expected to participate in the following, to the best of their ability:

- The AIA Minnesota Learning Community on Equity, Diversity & Inclusion;
- The AIA Minnesota Annual Convention & Expo; and
- Other AIA, AIA Minnesota, and local Minnesota chapter events.

Committee members are also expected to encourage their colleagues' participation in activities of the Committee on Equity, Diversity & Inclusion and in the Learning Community on Equity, Diversity & Inclusion.

### **Primary Author(s):**

Mary-Margaret Zindren, Executive Vice President

**Date this charter was approved initially by the AIA Minnesota Board of Directors:** February 6, 2017

**Anticipated date of charter review / potential revision by the AIA Minnesota Board of Directors, with input from group leadership and staff:**  
February 2020

Claire Lonsbury, AIA  
AIA Minnesota Secretary