

DE&I INFRASTRUCTURE CHARTER PREPARATION CHECKLIST



Unless provided prior written consent, no part of this template should be reproduced, distributed or communicated to any third party. We do not accept any liability if this template is used for an alternative purpose from which it is intended, nor to any third party in respect of this template. Items in this template are for reference only and will differ from one organization to another.

PURPOSE

The purpose of this document is to assist your team to clearly define your charter's infrastructure. Below are some questions to assist with your DE&I Infrastructure Charter. The following questions should be answered and discussed among you and your leadership team. This will assist you when constructing your new charter or re-structuring your current charter.

In several short paragraphs or in bullet format, describe the history of the D&I process at your organization:

- Item
- Item
- Item
- Item

Has the Charter currently being utilized been identified?

Has your Vision, Mission and strategic priorities been identified and established?

Can you briefly describe the business case for D&I as you understand it?

What are your current definitions of Diversity, Equity and Inclusion?

What are your D&I strategies?

What is your current structure (ERGs, Councils, BRGs, etc.) and how are those components linked and aligned with one another?

Have the current roles/responsibilities of the Councils and BRGs been identified and established? In other words, why do they exist and what are they in the business to do?

Will future BRGs be more strategically positioned or will they complete an application before they are a recognized BRG?

Do you currently know how your Committee Members are selected?

Do you currently know how your chairs/co-chairs and other officers of each group are selected (ERGs, Councils, BRGs, etc.)?

- Do you utilize any selection criteria? If so, can you provide it?

Can you list the officer positions in each group (ERGs, Councils, BRGs, etc.) such as: chair, co-chair, Treasurer, Communications, etc.?

Do you have a "term" identified for each officer position?

Do you currently have job descriptions?

Have you identified how Committee members are replaced?

Have you identified how the officers are held accountable and what the consequences are, both positive and negative, for meeting or not meeting their outlined responsibilities?