

**2015-2016 CHARTER
OHIO NATIONAL GUARD
Committee on Diversity and Inclusion
(COD-I)**



This Charter is applicable to the Ohio National Guard
Approved: 21 July 2015

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I Scope

The Committee on Diversity and Inclusion (COD-I) is responsible for advising the Adjutant General (TAG) and his Joint Diversity Executive Council (JDEC), on all matters related to diversity and inclusion within the Ohio National Guard (ONG). The COD-I is also responsible for developing and recommending strategies, plans, and policies – for TAG and JDEC approval – designed to foster diversity and an environment of inclusion throughout the ONG. The COD-I drives the development of the annual Joint Diversity and Inclusion Strategic Plan (JDISP), which is approved by and published under the authority of the Adjutant General. Once approved by TAG, the JDISP guides the work of the COD-I, its subcommittees, and all ONG leaders regarding the promotion of diversity and inclusion.

NOTE: Nothing in this charter should be construed as a limitation on the authority of the Governor of Ohio or the Adjutant General to perform functions authorized by the laws of Ohio and those of the United States.

II Objective

The committee’s objective is to facilitate the achievement of the Adjutant General’s vision for fostering diversity and inclusion throughout the Ohio National Guard. We will accomplish this objective by focusing on the following actions: developing, recommending, gaining approval for, and implementing policies, processes, and key performance measures that foster a culture of diversity and inclusion throughout the workforce.

III Authority

The Committee on Diversity and Inclusion performs its duties in accordance with the authority delegated to it by TAG and the JDEC.

IV Membership / Term of Office

Membership of the committee is derived from assignment to specific positions, and the term of membership is commensurate with the respective tenures of assignment to those positions. Positions associated with permanent COD-I membership are listed in appendix A of this charter.

V COD-I Internal Structure/Organization

The Committee on Diversity and Inclusion (COD-I) will work under the authority of and take guidance and direction from the Joint Diversity Executive Council (JDEC), chaired by TAG.

JDEC Coordination/Communication — In addition to its regularly-scheduled meetings, listed under item VI of this charter, the COD-I will meet at least quarterly to:

- Update the JDEC on the organization’s progress regarding diversity and inclusion KPMs
- Update the JDEC regarding the committee’s ongoing efforts
- Present issues and action items requiring TAG/JDEC approval
- Receive additional/modified JDEC guidance, intent, and direction—as required

Subject Matter Expertise — The COD-I may invite key Subject Matter Experts (SMEs) to meetings when their input and expertise are required to address a particular Diversity and Inclusion issue/challenge. A comprehensive – but not all inclusive – list of potential SMEs are at appendix A.

Temporary Working Groups / Process Action Teams — The COD-I may, with approval from the JDEC, appoint/convene special subcommittees (i.e. Working Groups [WGs] or Process Action Teams [PATs]) to temporarily work on specific issues/concerns or processes/policies. These WGs or PATs will be appointed only for specific periods of time, to work on specific projects. Once their tasks are completed, to the satisfaction of the COD-I and ultimately the JDEC, they will be disbanded until such time that their services are required again. There is no intent to maintain standing diversity and inclusion WGs or PATs.

VI Meetings and Minutes

Meeting Schedule: In addition to the quarterly updates to the Adjutant General and the JDEC (listed in item V of this charter) the COD-I meets at least bi-monthly. During one of these regularly scheduled meetings the COD-I will:

- 1) assess the organization’s overall progress and efforts regarding TAG’s vision for diversity and inclusion; and develop recommended course-correction actions, as required, for JDEC consideration and approval
- 2) review its own performance, validate committee objectives – as provided by the JDEC – and review/establish its work/action plan for the upcoming year
- 3) review, analyze, and reassess the ONG Joint Diversity and Inclusion Strategic Plan and recommend modifications for JDEC approval—as required

When required, additional COD-I meetings may be scheduled to discuss and resolve urgent items or as directed by the JDEC. Meetings are called with sufficient notice for maximum participation. Participation via telephone or video-conference is permitted; however, personal attendance is highly encouraged and preferred. Members are expected to attend all or substantially all COD-I meetings.

Working Group / Process Action Team Participation: During each COD-I meeting, existing WGs and/or PATs will provide status updates on the respective tasks assigned to them and make recommendations—as applicable—for actions designed to advance diversity and inclusion. During these updates, WGs/PATs may ask the COD-I for additional guidance and/or support/resources in order to accomplish the objectives of their assigned tasks. The COD-I chair will work to facilitate any additional support, if deemed necessary.

Agenda and Minutes: The Chairperson for the Committee on Diversity and Inclusion, in collaboration with appropriate committee members and ancillary staff, develops an agenda for each meeting. The agenda, together with appropriate preparatory documentation, is sent to committee members in advance to allow adequate preparation and a common understanding. Past meeting documentation will be made available on the committee’s website (location TBD). Minutes are kept to record the proceedings of the committee meetings and shall be reviewed and approved by the Chairperson and made available prior to the next meeting.

Appendix A

Committee on Diversity and Inclusion Membership

Permanent Members	Subject Matter Experts (by invite/as required)
<ul style="list-style-type: none"> • Director of Human Resources (Chairperson) • Deputy Director of Human Resources (Vice Chair) • State EEO Manager/Diversity & Inclusion Advisor (Member/Recorder) • State Human Capital Manager • G1 Senior Representative (Member) • A1 Senior Representative (Member) • Public Affairs Office (Member) • Office of Community Outreach (Member) • State Surgeon Representative 	<ul style="list-style-type: none"> • State EEO/EO Officer/Staff • State / Wing SARC(s) • Commanders (any level as required) • Personnel Managers (any level as required) • Recruiting & Retention (Army and/or Air)