



Equity & Access Committee CHARTER

Update APPROVED by committee on April 16 2024

AUTHORITY

The Equity and Access Committee is a standing Committee of the Board.

PURPOSE

The Equity and Access Committee works to support the Inform USA institution and community at large in our commitments to serve as a beacon of belonging, and to embrace the richness of our human experience, by providing education and a safe place to grow as an accrediting body, members, and people.

MEMBERSHIP

1. Membership is composed of designated staff from organizations that are members of Inform USA in good standing. The Committee will strive to represent an array of stakeholders that reflects the diversity of our members and their communities.
2. The Committee should have a minimum of 5 members and a maximum of 18.
3. Prospective members can join by responding to an invitation sent annually by the Chairperson (and/or Vice-chair), after successfully completing a preliminary interview, receiving approval from Chair and Vice-Chair, and agreeing to the terms of membership.
4. Members are required to attend at least 75% of meetings OR meaningfully engage between meetings by providing significant responsive input.
5. Members can remove themselves by submitting written notice to the Chair or Vice-Chair at any time.
6. Members can be removed for failing to uphold the responsibilities of membership, for violating the provisions of the Conflict of Interest and Confidentiality policies, and/or for interfering with the work of the committee – subject to written request from the Chair or Vice-Chair to the Inform USA Executive Committee.

LEADERSHIP

1. The Chairperson is appointed by the president of the board. All chair appointments shall be for a two-year term. Following the two-year period, chairs may be confirmed for a further two-year period at the discretion of the President.
2. The Vice-Chair is appointed by the president of the board. The Chair can make recommendations to the president as to committee members who are positioned to serve as Vice-Chair.
3. The President may, with the approval of the Executive Committee, dismiss a committee chair and appoint a new chair to complete the remaining portion of the term for that committee.

OPERATIONS

1. The Committee shall meet every month. Other meetings may be scheduled as needed.
2. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting in which a quorum is present.
3. The Committee will make decisions on a basis of consonance and consent – i.e. a majority of members support a decision and none strongly object.
4. The Committee will report its activities to the Board on a regular basis and keep minutes of meetings.
5. Unless the Committee otherwise directs, the Executive Director may attend all Committee meetings.
6. The Executive Director shall appoint the Committee's staff liaison.
7. The Committee will review this charter periodically and recommend any proposed changes to the Executive Committee of the Board, which will make recommendations to the Governance Committee for review and approval, proposed revision, or referral to the board. The Board may amend this charter at any time.

ONGOING RESPONSIBILITIES

1. Apply Inform USA's priorities of cultural intelligence and empathy, to ensure that the association upholds these values in its education, trainings, and standards for the sector.
2. Hold safe space for "uncomfortable questions" among membership, through which we can seek opportunities to improve, proactively identify risks, hold one another accountable, and improve the quality of the equity and access practices of both Inform USA and its members.
3. Identify and promote opportunities for Inform USA members to learn, build capacity, and advocate for change in accordance with our values of equity and access.