



DEI Committee Chair

TOTA Role/Board Position: Committee on Diversity, Equity, & Inclusion (DEI) Chair

**Appointed Term of office:
Term of the elected President**

Supporting Board Positions:

TOTA President, District Chairs, other committee chairs as needed and requested.

Bylaws Description (insert):

7. Committee on Diversity, Equity, and Inclusion.

i. Shall have responsibility for overseeing that all activities of the TOTA are consistent with promoting diversity, equity, and inclusion for all members of the Association.

ii. Shall provide resources, such as educational materials, to TOTA officers and committees for the purposes of promoting diversity, equity, and inclusion for all members of the association.

TOTA Policies and Procedures (insert):

The President appoints the Chair, with confirmation of the Board, who serves concurrently with the President's term of office. Members are recommended by the Board or selected by the Chair with confirmation of the Board.

Additional Information:

EMAIL ADDRESS FOR THE POSITION:

GMAIL ACCOUNTS (ACCESS OR OWNERSHIP):

Job Description

TASKS AND RESPONSIBILITIES

- **ASSURE ALL TOTA PRACTICES ARE INCLUSIONARY AND PREVENT PERCEPTIONS OF EXCLUSION FOR ALL MEMBERS**
- **ATTEND TOTA BOARD RETREATS (ONCE YEARLY) & BOARD MEETINGS (TWICE YEARLY) AS A NON-VOTING BOARD MEMBER**
- **PLAN AND ATTEND TOTA DEI EVENTS**
- **SUBMIT A MINIMUM OF THREE TOTA REVISTA ARTICLES PER YEAR**
- **HOLD A MINIMUM OF THREE DEI COMMITTEE MEETINGS PER YEAR**
- **REMAIN CURRENT ON DEI ISSUES**
- **RECRUIT MEMBERSHIP ON THE COMMITTEE (AS NEEDED)**

- **CONTRIBUTE TO THE DEVELOPMENT OF DISTRICT STRATEGIC PLANNING TO ASSURE INCLUSIONARY AND PREVENT PERCEPTIONS OF EXCLUSIONARY PRACTICES**

TIMELINE/DUE DATES: AS NOTED ABOVE

ADDITIONAL NOTES:

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time