



## **BFA Diversity & Inclusion Initiative Advisory Committee CHARTER**

### **Background**

Western has made enhancing diversity and addressing sustainability as strategic goals for our university; BFA has embraced those goals and have recognized our opportunity to help attain them. We equally strive to incorporate sustainable practices across the BFA division. This intent forms one of the four BFA-wide initiatives, “Support Western’s Goals for Diversity, Inclusion, and Sustainability”.

### **Scope**

Although BFA has made some progress in these areas, there is more that can be done to improve BFA’s efforts on diversity, equity, and inclusion:

- Improving efforts on recruitment and retention of a diverse workforce
- Improving the working climate, to better welcome and advocate for all aspects of diversity

There are two components of this initiative that will be covered separately:

- Increasing the outreach to Minority and Women-owned Business Enterprises (MWBE)
- Delivering on the University’s Sustainable Action Plan

The purpose of this group is to review what’s currently in place, and help identify what more can be done on the divisional, department, and individual level to enhance BFA’s diversity and inclusion efforts. Once the BFA leadership team has approved any recommendations, the role of the committee shifts to monitoring and advising on this plan.

### **Deliverables**

Although not a responsibility of the committee, the work may result in these deliverables, produced by the Lead and SME member(s), with agreement by the BFA Leadership Team:

- A set of recommendations for improving BFA’s recruitment and retention of a diverse workforce, including creating a more open culture
- An action plan and timetable for 2019-25, with particular focus on the first two years
- Any new activity resulting from the approved plan.

### **Convening Authority and Reporting**

The Committee is appointed by and reports to the Vice President for Business and Financial Affairs.

### **Time Frame**

Committee formed and begins to meet in (month) 2019. The initiative spans the 2019-2025 six-year period, in support of the University’s strategic plan.

### **Meetings**

Meetings will be called by the Chair. Materials will be distributed in advance of meetings to allow time for review before the meetings.

## Membership

Membership will be appointed by the VP BFA, with assistance from the BFA leadership team. The committee will be comprised of a representation of members from across BFA, representing different departments, lengths of employment, and levels. Members will serve for a defined period of time, with new members rotating in as the committee determines appropriate. The committee will include:

Member	Role	Name
Initiative Lead (a BFA Leadership Team member)	<ul style="list-style-type: none"> <li>Guidance and leadership</li> <li>Reporting to the BFA Leadership Team for decisions</li> <li>Accountable for development of the Diversity Action Plan, monitoring the plan, and updates as needed</li> </ul>	Chyerl Wolfe-Lee
Subject Matter Expert (SME)	<ul style="list-style-type: none"> <li>Functional expert at University</li> <li>Strategy and implementation advice and support</li> <li>Responsible for development of the Diversity Action Plan, monitoring the plan, and updates as needed</li> </ul>	(to be confirmed)
Chair or Co-Chairs	<ul style="list-style-type: none"> <li>Runs the Committee</li> <li>Ensures Committee work is thorough, inclusive, and effective</li> </ul>	(to be confirmed)

The BFA Leadership Team is the decision-making body for all BFA-wide initiatives. The individual members of the BFA Leadership Team are responsible for implementation of the Diversity Action Plan in their departments.

### Role of a committee member

It is intended that the committee leverage the experiences, expertise, and insight of key individuals at organizations committed to finding ways to support the University's diversity objective. Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued
- Appreciate the significance of the initiative for some or all major stakeholders and represent their interests
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued

In practice, this means they:

- Consider ideas and issues raised
- Advise if the outcomes of the initiative meet the objectives of the original proposal
- Help balance conflicting priorities and resources
- Review the status of the initiative
- Foster positive communication outside of the committee regarding the progress and outcomes of the initiative