

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION, AND DANCE

9.0

Diversity Committee Operating Code Proposal
Approved 7-08-2017

I. NAME: Diversity Committee

II. PURPOSE:

A. The purpose of the VAHPERD Diversity committee is to serve as an advisory committee to the VAHPERD Board of Directors and staff. The committee will address issues relevant to health and physical education and assure that the organization is being culturally sensitive to the needs of ethnicities, religions, race, various age groups, gender, sexual orientation, and gender identity. The committee will review and make recommendations to ensure that professional development opportunities are inclusive and meet the diverse needs of all members of the organization. The committee will recommend initiatives to assure diversity in leadership, membership, website, advertisements, and convention information.

III. OPERATION:

- A. The Diversity Committee shall be a Standing Committee.
- B. The Committee shall consist of three members, one of whom shall be the Chair.
- C. The term of office shall be a three-year rotating term. One member shall be appointed and one member should be retired annually.
- D. The Chair and Committee members shall be appointed by the President-elect of VAHPERD and approved by the Board of Directors.
- E. The Chair shall be the VAHPERD liaison between the membership and the Board of Directors, providing leadership and guidance in the areas of Diversity that will better the organization.
- F. If a Committee member resigns or is unable to fulfill the committee responsibilities, the President shall appoint a replacement.

IV. RESPONSIBILITIES:

A. Meetings

1. The Committee shall meet at the time and place of the VAHPERD Convention; interim business may be conducted by phone or electronically.
2. The Chair shall preside at all meetings and shall initiate business conducted by the Committee.
3. A record of proceedings of all meetings and/or actions taken shall be maintained and distributed to Committee members, the Executive Director, and members of the Board of Directors.

B. Duties

1. The Chair assumes full responsibility for carrying out the charge given the Committee as outlined in Section II, Purpose, of this Code. In addition, the Chair:
 - a. calls, plans, and presides at all meetings of the Committee and initiates Committee business;
 - b. apprises Committee members in writing of procedures and members' responsibilities as soon as new Committee appointments are confirmed;
 - c. establishes and maintains appropriate channels of communication between the committee and the Board of Directors;
 - d. prepares and submits any needed budget requests for consideration of the Board of Directors through the Executive Director for the next fiscal year;
 - e. maintains Committee records, which shall be transferred to the Chair's successor, and.
 - f. prepares a written annual report and submits to the Executive Director one week prior to the first Board of Directors meeting at the annual Convention.
2. Members are expected to:
 - a. study and familiarize themselves with all Committee operating procedures;
 - b. maintain channels of communication with other members of the committee;
 - c. attend all Committee meetings and respond promptly to communication received from the Chair; and
 - e. share copies of pertinent correspondence with the Chair.