

# Rec Sports Engagement, Inclusion and Diversity Committee Charter.

<b>Committee Name.</b>	Rec Sports EID Committee
<b>Executive Sponsor.</b>	Director of Recreational Sports
<b>Committee Purpose.</b>	
The EID Committee within the Division of Recreational Sports serves its members, student staff and professionals <b>by identifying Divisional concerns and educating staff through engagement, inclusion, and diversity focused initiatives</b> with the goal of <b>creating a culture</b> of mutual respect and understanding.	
<b>Structure.</b>	
<ul style="list-style-type: none"> <li>• (1) Associate Director representative – Sadat Khan (2019), co-chair</li> <li>• (1) HR representative – Whitney McMonigle (2020)</li> <li>• (1) Assistant Director representative – Ashley Lax*(2020), co-chair</li> <li>• Coordinator representative – Tori Landron (2019)</li> <li>• Intern representative - vacant</li> <li>• Programs representative – Raquel Sancho-Solis (2020)</li> <li>• MSO representatives – Bill Riggins (2019), Suzanne Brandt (2020)</li> <li>• Maintenance representative – Tom Cline (2020)</li> <li>• Finance representative – Peter Schneider (2020)</li> <li>• Marketing representative – vacant (2019)</li> </ul> <p style="text-align: right;">*VCFA EID Council Representative</p> <p>Starting in Fall 2018, each seat serves a two (2) year term on the committee. At the end of the two year term, the committee seat will be offered to those available in the Division. If there is no interest to occupy that seat, the current seated member may serve a consecutive term.</p> <p>The Associate Director representative will serve as co-chair to the committee and a direct link to the leadership team. The VCFA EID Council representative will also serve as the co-chair of the unit committee.</p> <p>Equal representation should be given to every department within the Division. If the department does not have interest to fill their seat on the committee, the seat will be vacant until there is interest. Vacant seats on the committee can be filled at any time.</p>	
<b>Regular Administrative Duties.</b>	
At each meeting there will be a designated note-taker. That member will be responsible for adding meeting notes to the provided template, saving the notes to the S Drive, and providing the notes for review prior to the next meeting. At the start of each committee meeting, the previous meeting's notes should be reviewed, amended and finalized before saving a final copy to the S Drive for archive purposes.	
The committee will prepare progress reports monthly to be delivered at the Director's Meeting. The progress reports should include an update on strategies and goals for the committee, upcoming events, survey results and action items, and follow up to conversations and activities where staff have contributed feedback.	
Additionally, once strategies and goals are established each year, committee members will be assigned to the tracking and reporting of each goal and strategy. It will then be their responsibility to maintain ongoing records of progress to be submitted in the Annual Report each year.	
<b>Time Commitment.</b>	
The committee will meet bi-weekly, unless there is not enough business to justify a meeting. The co-chairs will communicate to the committee when meetings will need to be canceled or moved. The co-chairs will also communicate the meeting agenda via email the day prior to the meeting, with the opportunity for additions or edits. The co-chairs will work to rotate meeting locations, when possible, to accommodate members at various locations.	