



# Jefferson Lab's Diversity and Inclusion (D&I) Council Charter

The D&I Council is chartered by the Director of the Laboratory. It is the primary body responsible for advising the Director and senior leadership on subjects related to Diversity and Inclusion.

## SCOPE

The D&I Council's purview includes all activities in support of the following Lab goals

- **Diversity** – Achieve and sustain a workforce composed of qualified people who proportionally represent the diverse populations that contribute to the advancement of science
- **Inclusion** – Achieve and maintain a professional, ethical, tolerant, and respectful work environment in which everyone can contribute to the mission according to his or her talents

To address these goals, the Council will seek ways to maximize the creativity, communication, & collaboration (C<sup>3</sup>) among diverse Lab contributors; with particular attention to recruiting, retaining, and developing STEM<sup>1</sup> women and minorities throughout the Laboratory.

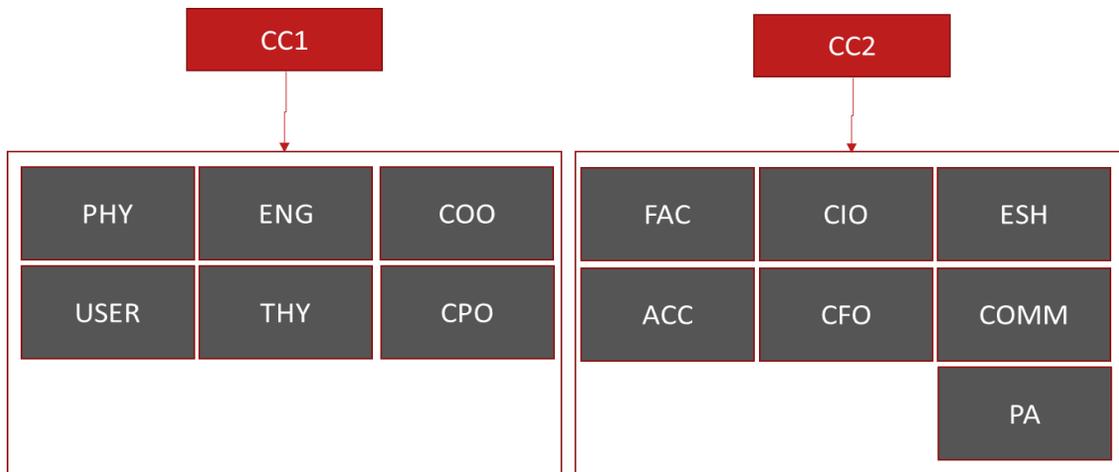
## STRUCTURE:

The Council will be co-chaired by two members of senior leadership who will report to the Director with the advice of the Human Resources Director. The Council will be composed of members nominated by their respective Division Director/Department Head based on HR nomination guidelines and appointed by the Co-Chairs. Council members will serve for two-year renewable terms with one third of the membership becoming eligible for replacement each year. Members should include both supervisors and individual contributors (particularly STEM<sup>1</sup>). Every effort should be made to include members who are representative of the lab as well as the Lab's female and minority populations. Members who have completed their tenure will become "Honorary Ambassadors-at-large" and may be called on to advise current ambassadors and assist in targeted D&I efforts in a volunteer capacity.

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<sup>1</sup> Scientific, Technical, Engineering, Mathematics

The D&I Council will be empowered to create committees from its membership, augmented from the general Lab population, to help meet its objectives. These committees will be temporary and will provide a conduit between the Council and the Lab population with regard to the objectives for which they were created.



### **OBJECTIVES:**

The D&I Council's existence reflects a deeply held **core value**: Jefferson Lab values the contributions of all its people, including those contributions that are the result of their diversity. In this context, diversity may include:

1. Gender
2. Race/Ethnicity
3. Disability
4. Veteran
5. Background (Country/language/customs)
6. Generation/Age
7. Sexual Orientation
8. Profession/Education/Tenure in the Lab

Each year, the Council will focus its efforts on meeting at least one of the following objectives in support of the goals of **Diversity** and **Inclusion**

1. Increase awareness of diversity and inclusion to support leadership in maximizing contributions of all who work for and with the Lab.
2. Improve understanding of how diversity and inclusion affect mission accomplishment
3. Identify potential roadblocks to diversity and inclusion in hiring, promotion, physical environment, professional development

## **ROLES AND RESPONSIBILITIES:**

### Director:

1. Attend Council progress review and staff feedback meeting bi-annually
2. Sponsor, support, and approve Council recommendations
3. Present award/recognition to the most effective D&I individual/team/Division at townhall

### Co-Chair:

1. Design annual goals and Implementation plan
2. Sponsor and drive lab D&I strategic focus at division levels with AD's support
3. Prepare and submit Council recommendations to Lab Director
4. Appoint members selected by Human Resources Director
5. Lead and assign roles at quarterly council meetings (e.g. facilitator, presenter, minutes-maker)
6. Provide annual performance feedback to Council members' supervisors as "Work for Others"
7. Approve nomination for annual D&I awards

### Council members:

1. Attend and participate in quarterly meetings
2. Execute tasks assigned by Council Chair(s)
3. Partner with AD/DH Sponsor of Inclusion Category
4. Facilitate survey feedback and host staff roundtables with AD/DH Sponsor/D&I Lead
5. Gather, report and track constituents' concerns and ideas regarding Diversity and Inclusion and works with D&I Lead/HR on concerns shared
6. Complete D&I council member required training
7. Participate in outreach and targeted recruiting department
8. Nominate for Chair approval, colleagues in your Division, who can act in your absence

You Matter 