



Diversity, Equity and Inclusion Committee Job Description

Alliance Vision	To advance continuing education in the health professions.
Alliance Mission	To promote best practices in continuing professional development by empowering the community of health education professionals.
Committee Purpose	The purpose of the Diversity, Equity and Inclusion Committee is to support the mission, vision, purpose, and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance).
Committee Role	To cultivate an environment where everyone is welcomed and included, based on the firm belief that diversity is valuable and fosters innovation that enables us to achieve our mission. To serve Alliance members as well as addressing the needs of an increasingly diverse society.
Committee Responsibilities	<ul style="list-style-type: none">• Develop strategies and promote career advancement of diverse segment members, through professional opportunities and leadership positions within the Alliance.• Assess representation with the goal of ensuring diverse representation in governance and leadership roles by promoting visibility and participation of diverse members.• Develop and propose strategies for promoting and celebrating a diverse culture within the Alliance.• Promote award, leadership, and career development opportunities to underrepresented members of the Alliance.• Pursue equity regarding racial and ethnic diversity, career stage, gender, and national origin for attendance at annual meetings, awards, and leadership.• Recognize and identify pathways to help meet the varied professional needs of our diverse membership, with respect to both existing and new programs/services.• Advocate for the needs of a diverse Alliance membership to the Board of Directors and build partnerships with key organizations to support activities that enhance DEI efforts.• Define key metrics for diverse segment members relative to DEI strategies and establish benchmarks to track year over year improvements.• Increase and maintain diversity within the Alliance membership. Develop strategies for expanded outreach for new African American/Black, women, LGBTQ, and multi-cultural members.• Leverage diversity and inclusion initiatives to address recruitment, engagement, and retention of a diverse Alliance.• Provide resources and training to Alliance members on diversity, inclusion, and access equity.• Work with the Professional Development Committee to provide content to the Alliance community on the importance of diversity, inclusion and equity of access in the continuing professional development field, as well as content specifically catered to the needs of underrepresented members.

Scope of Authority and Lines of Accountability/ Decision Tree	<ul style="list-style-type: none"> • The Committee will seek to make decisions through consensus. • The Chair will make a diligent effort to engage all members in decisions. • Decisions/recommendations of the group should be presented to the Board Liaison for review and final approval by the Board of Directors.
Committee Leadership	<ul style="list-style-type: none"> • Committee shall have the officer positions of Vice Chair, Chair, and Past Chair. • Officers shall serve a 1-year term in each position, progressing from Vice Chair to Chair to Past Chair, for a total leadership commitment of 3 years on the committee. • The Vice Chair shall shadow the current Chair to learn the role and responsibilities. After serving 1 year, the Vice Chair shall then ascend to the position of Chair. • The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact. After serving 1 year, the Chair shall then transition to the role of Past Chair. • The Past Chair shall assist the new Chair to ensure continuity of leadership and provide guidance and mentorship during the transition.
Committee Composition	<ul style="list-style-type: none"> • The committee is comprised of one committee chair, one vice chair, one past chair and up to seven committee members. • Each Committee member shall serve two-year terms, with a limit of two consecutive full terms. • The terms will be staggered. • Terms commence immediately following the Annual Conference. • The committee chair appoints committee members through the Call for Volunteers process.
Desired Qualifications of Committee Members	<ul style="list-style-type: none"> • Must be a member in good standing with a desire to advance the mission of the Alliance. • Demonstrated a strong record of working collaboratively as part of a team. • Demonstrated ability to prioritize workload, meet deadlines, and complete assignments.
Time Commitment and Expectations	<ul style="list-style-type: none"> • Approximately 2-4 hours per month to include regular meetings. • Attend and contribute to committee meetings, review all meeting materials in advance, and comply with timelines and deadlines. • All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.