

Park District of Oak Park

Diversity, Equity and Inclusion

Committee Charter

I. Purpose

The Committee has been created by the Executive Director to advance the Park District's commitment to creating and promoting inclusion across all parks, facilities, programs and operations for staff and residents/patrons. Through engagement of staff, key stakeholders and community partners, the Committee will:

- 1. Work towards a shared organizational understanding of equity and inclusion;**
- 2. Identify opportunities for improving our capacity and commitment to address equity and inclusion;**
- 3. Provide a space for reflection, exploration, and personal and professional growth; and**
- 4. Be thought leaders in creating and implementing a plan to further integrate equity into our, internal (recruitment, hiring, retention, culture, funding, procurement, etc.) and external (partnership, program development, utilize facilities, funding, etc.) processes.**

The Committee functions as a broadly knowledgeable and objective group with the authority to undertake the specific duties and responsibilities listed below.

II. Membership

The Committee shall be comprised of approximately eight (8) Park District staff. The Executive Director and Senior Leadership will appoint a Chair and identify members. Committee membership will be a length of two years. The main qualification for appointment to the Committee shall be the potential a staff member has based on experience, ability to serve as a role model for other Park District staff in regards to initiative, dedication, and willingness to contribute in advancing the Park District's equity and inclusion vision. However, to ensure as broad of a perspective as possible, the following guidelines have been put in place:

- a. Aim to have at least one member from each department, not to exceed four;
- b. At least half of members of the committee must be in non-managerial roles with no more than 1 member of the Committee in a senior leadership position (Department Head); and
- c. With approval from the Leadership Team Liaison, the Chair may invite additional members to join the Committee who are not a year-round Park District staff member. This additional member could be a seasonal employee, volunteer, consultant, or other interested person who the Leadership Team Liaison and Chair both agree would add value to the Committee and would have the ability to fulfill the responsibilities and duties as a member of the Committee for a minimum of one year.

III. Meetings

The Committee shall meet at least once every other month and with such frequency as the Committee determines appropriate. The Committee may ask other Park District staff or related persons to attend meetings (or meet with a member of the Committee) to provide pertinent information as necessary.

IV. Duties and Responsibilities

The Committee shall:

- ✓ Provide leadership for creating an inclusive and equitable responsive work environment;
- ✓ Provide leadership for ensuring that everyone has access to the benefits of parks, facilities, recreational programs and services;
- ✓ Assess the needs of the organization as a whole as it relates to both past, present and future inclusion and equity work;
- ✓ Research, develop and improve plans for ongoing culturally relevant training, professional development, policies, and practices;
- ✓ Help to create a supportive learning environment whereby staff can have ongoing courageous conversations;
- ✓ Lead staff in organizing efforts to infuse institutional change within the Park District e.g., questions posed in staff meetings, readings, discussing work through the lens of inclusion and equity for staff, residents and patrons;
- ✓ Utilize the strengths and resources of the Districts staff to address this work. Think about people not on the Diversity, Equity and Inclusion (DEI) Committee who can help with certain projects or areas based on their strengths and experiences;
- ✓ Model engaging effectively across cultures e.g., on-going discussions, risk taking, self-awareness, etc.;
- ✓ Keep issues of equity and inclusion at the center of the Park Districts values;
- ✓ Review, evaluate, and report on the Committee's performance regularly;
- ✓ Review the Committee Charter annually for adequacy and recommend any changes to the Executive Director and Senior Leadership Team; and
- ✓ Perform any other activities consistent with this Charter or as the Committee, Executive Director or Senior Leadership Team Liaison may deem necessary or appropriate.

Committee Members shall:

- ✓ Research and analyze organization challenges, engaging key stakeholders;
- ✓ Monitor, collect, and bring to the Committee information regarding existing and future industry developments;
- ✓ Identify and participate in (when practical) professional development opportunities and trainings related to diversity, equity and inclusion;
- ✓ Serve as a role model for other Park District staff in regards to initiative, dedication, and willingness to contribute in advancing the Park District's diversity, equity and inclusion vision;
- ✓ Communicate and market Committee activities and initiatives to Park District staff; and
- ✓ Assist each other to keep meetings on time, on track and on target.

Committee Chair shall:

- ✓ Set the agenda for Committee meetings; and
- ✓ Track attendance and document action/next steps.

Leadership Team Liaison shall:

- ✓ Report significant items covered at Committee meetings and progress of Committee initiatives to the Executive Director;
- ✓ Support and assist the Diversity, Equity and Inclusion Committee in creating the climate for doing this work; and
- ✓ Encourage courageous conversations amongst Park District staff;

Executive Director and Senior Leadership shall:

- ✓ Participate in the Diversity, Equity and Inclusion Committee or designate another decision maker in their place;
- ✓ Identify a process for getting members on the Diversity, Equity and Inclusion Committee;
- ✓ Assist the Diversity, Equity and Inclusion Committee in creating the climate for doing this work;
- ✓ Participate in culturally relevant professional development with Park District staff;
- ✓ Support the Diversity, Equity and Inclusion Committee's work. This can include, finding ways for the Board to hear about the work, allowing time during staff meetings for Diversity, Equity and Inclusion Committee members to provide updates, allow for a budget to purchase learning materials and for members to attend conferences;
- ✓ Encourage courageous conversations amongst Park District staff;
- ✓ Model equitable and inclusive competency in their leadership;
- ✓ Communicate to staff why the Park District is focusing on this work and why it is important;
- ✓ Make time during staff meetings for Diversity, Equity and Inclusion Committee to update staff on progress of their work;
- ✓ Identify times throughout the year for culturally relevant professional development and a budget to support it; and
- ✓ Hold staff accountable for attending culturally relevant professional development. In the event that a staff member is unable to attend a culturally relevant professional development provided by the Park District, have him/her participate in other trainings offered through conferences and workshops.