

# EarthScope DEI (Diversity, Equity, and Inclusion) Committee Charter

## Purpose

EarthScope has committed itself to identify and address discrimination and racism that is currently, and has historically been, present in the Geological Sciences. The EarthScope DEI Committee's mission is to lead and coordinate efforts to expose and act upon all forms of racism and discrimination in Geophysics and the broader Geosciences communities by modernizing institutional behaviors and policies to be more equitable and inclusive. The EarthScope DEI Committee will facilitate an open feedback environment to drive collaboration, encourage input from stakeholders, and communicate the impacts that committee coordinated activities have on the EarthScope staff and scientific community.

We envision a future where inclusion and equity are part of EarthScope's core principles, and that EarthScope will be a leader in promoting an ideological shift that will alleviate the inequalities that are embedded in the Geological Sciences.

## Authority

The EarthScope DEI Committee has the authority to develop and submit the "EarthScope Anti-Racism Action Plan" as approved by the EarthScope Board of Directors (BoD) and Senior Management Team (SMT). More broadly, the working group's authority extends to refining its purpose and identifying alternatives that address its focus and needs. Other authorities include:

- Providing recommendations by the committee co-chairs to the BoD and SMT in policy areas of EarthScope DEI Committee interest
- Soliciting proposals for consulting support subject to SMT approval
- Advising on resources and best practices to promote inclusion, diversity, equity, and accessibility (DEI) across the organization
- Receiving ideas for EarthScope DEI Committee projects, events, and activities and responding to questions on EarthScope DEI Committee topics from EarthScope staff and the EarthScope community
- Developing and producing periodic reports on the outcomes of the group's efforts
- Identifying opportunities to support staff in their professional development as it relates to DEI
- Developing and implementing new initiatives at the request of the President

## Group Composition and Terms of Membership

- EarthScope DEI Committee shall be limited to a maximum of eleven (11) members, with two (2) of these positions being permanently assigned based on EarthScope job position descriptions.
- The two 'evergreen members' on the EarthScope DEI Committee will include 1) someone from Human Resources and 2) a diversity and inclusion specialist.
- At no time should the EarthScope DEI Committee be composed of less than five (5) members.
- Subcommittees will solicit membership from both within and outside of the EarthScope DEI Committee and will be approximately between three to six people. At least one member from the EarthScope DEI Committee should be included in each subcommittee.
- Membership is open to all EarthScope staff, including the EarthScope President, as well as subaward staff and community members.
- The committee will ideally include representatives from each EarthScope directorate.
- If the EarthScope president is not a part of the committee, the EarthScope DEI Committee will have quarterly meetings with the president to discuss the committee's current status and its plans for future actions.
- The EarthScope DEI Committee will provide status updates to the Board of Directors yearly, and will provide bi-annual updates to the EarthScope staff.
- Committee members are encouraged to serve for a minimum of 1 year with a maximum of 2 years.
- The term for membership runs from April 1 to March 31, new committee members will be included during the first meeting of April.
- Appointments due to the resignation of committee members may be made in the middle of the committee term based on the needs of the current committee.
- Reappointment of committee members is subject to review based on the level of engagement and contingent on the level of interest by other staff.
- The committee will vote to decide on committee co-chairs (2) who should rotate off the committee on alternating terms.
- Committee chairs should be on the committee for at least one year before being appointed to the position.
- The chair position is a two (2) year term. Members who serve as chairs will be on the committee for a three (3) year tenure.
- Members agree to serve in their role in good faith on a voluntary basis.
- EarthScope DEI sub-committees will be established to fulfill actions outlined and agreed upon by the EarthScope DEI Committee group.



## Roles and Responsibilities:

### **EarthScope Co-chairs of the EarthScope DEI Committee committee will be expected to:**

- Develop an agenda for meetings, preside over committee meetings, and conduct formal communication with EarthScope management
- Act as a liaison between Senior EarthScope Management, including the Board of Directors, and the EarthScope DEI Committee
- Identify a meeting note-taker to record meeting notes
- Serve in the same manner as regular members

### **Regular members will be expected to:**

- Commit to improving the culture of EarthScope through activities and initiatives related to justice, inclusion, diversity, equity, and accessibility
- Commit to attending at least 80% of scheduled meetings, unless field schedules prevent member from attending scheduled meeting times
- Share external information that may be helpful to the group discussions and actions
- Actively participate in meetings, online discussions, working groups, and contribute to initiatives of the committee

## Operating Guidelines and Meetings

### **Meetings**

The EarthScope DEI Committee working group will be held at a minimum frequency of once per month, or more during times of high activity as needed

### **Communication**

- Meetings will be routinely held via a Zoom call
- Initial group communication should be done through email, with future communications being expanded to slack.
- A designated email [DEI@EarthScope.org](mailto:DEI@EarthScope.org), and a slack channel EarthScope DEI shall be used to reach all members in group communications
- Formal communications and responses sent from [DEI@EarthScope.org](mailto:DEI@EarthScope.org) to third parties shall be discussed for consensus by the group
- Communications to the broader community may be posted on the EarthScope website

### **Meeting Ground Rules**

All members agree to help facilitate effective group discussions by practicing the following norms:

- Stay engaged

- Speak from your own experience
- Stories stay, lessons leave
- Suspend judgment of yourself and others
- Practice WAIT (Why Am I Talking) - especially if you are speaking more than others
- Work in this space will be from a place of equals - no job titles/ranks

## Decision Making

The EarthScope DEI Committee operates in an advisory capacity. In the areas where it has decision-making authority, members will strive to reach agreements by consensus at a level indicating that all members are willing to “support” the proposed action. If agreement cannot be reached on a particular issue, the group majority will retain final decision-making authority.

## Minutes and Reporting

- Written notes will be taken during each meeting and will be shared with all committee members
- All EarthScope DEI Committee members are responsible for being informed about EarthScope DEI Committee working group activities
- Meeting note takers will be assigned on a rotational basis, and all group members will be expected to participate as note takers except for special exemptions
- Group member attendance will be recorded at each meeting