



Registry of Interpreters for the Deaf, Inc.

## **2011-2013 -- Fact Sheet**

### **Diversity Council (DC)**

**Chair**

TBD

**Board Liaison**

TBD

**Staff liaison**

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***What is the Diversity Council?***

The Diversity Council assists the RID Board of Directors in promoting diversity and inclusion within the association, develops recommendations on how to make RID's membership and leadership more diverse and inclusive and assists in developing diversity programs and initiatives.

***What is the Scope of Work?***

For the term 2011-2013, the Diversity Council members are charged to complete the following tasks:

1. To propose ideas for diversity and inclusion.
  - a. **MOTION 2011.10:** To accept the Diversity Committee recommendation for the RID Board of Directors to establish a complete diversity training program for all levels of RID leadership and committee chairs (national, state, and local, with major focus on national and regional boards, conference and committee chairs).
2. To review the Diversity Statement.
3. To work with the board and staff on diversity initiatives as needed.
  - a. **MOTION 2011.09:** To accept the Diversity Committee recommendation to have the National Office assign a web designer to create/establish a page on the RID Website specifically as a "diversity resource" page.
4. To be available to host or participate in a forum at national conferences.
5. To serve as a resource for educational program development and content for RID publications.
6. To address items referred to the council by the board of directors.

***How is it organized?***

The council is led by a chair that serves a two-year term with the support of the board and national office staff liaisons. Volunteer leaders work to meet the assigned scope of work within the two year term. Volunteer leaders may be asked to serve on one or more task force or workgroup which align with the scope of work identified for this council. Each volunteer leader is appointed for a two-year term and may be re-appointed for up to three consecutive terms. Terms begin, once appointed, at the completion of the RID Biennial National Conference.

***How often does it meet?***

The council generally holds at least quarterly conference call meetings each year (visually accessible conference calls, when appropriate). Between conference calls, email correspondence occurs to further the work of the

council. Face-to-Face meetings, which are budgeted for and hosted on an as-needed basis, are decided upon by the board and national office staff. The council must submit a request to the board including a clear rationale for the face-to-face along with an agenda of the work to be accomplished during the meeting time. Additional travel for meetings and/or educational initiatives may be necessary depending on the scope of work.

***Who pays my expenses?***

Volunteer leaders, if approved, for travel to attend a face-to-face meeting will be reimbursed travel and lodging expenses and given per diem for meals. (See Volunteer Leadership Manual for additional details regarding reimbursements.) All other extraneous travel requests may be discussed on a case-by-case basis with the board and national office staff liaisons.

***What are my responsibilities as a Volunteer Leader?***

Volunteer Leaders are expected to attend all council meetings and assist in accomplishing the tasks set forth in the scope of work and ultimately support the implementation of RID's Strategic Plan. An agenda must be developed prior to each meeting with each agenda item pointing to a task within the scope of work. (See Volunteer Leadership Manual for more information regarding position descriptions for each volunteer leader.)

The volunteer chair will review the scope of work and provide feedback related to the tasks, priorities, timelines, workflow, etc., to the board and national office staff liaisons at the beginning of every term. Throughout the term, the chair will work with the council to provide a progress report to the board and national office staff liaisons prior to each scheduled board of directors meeting. Should the council seek to address a project or issue outside the originally assigned scope of work, a formal request for that work assignment would need to be made via the progress report. Changes in the council's scope of work must have prior approval from the board.

At the end of the term, the chair will submit a final progress report to the board and national office staff liaisons indicating the outcomes of the council term, as well as make recommendations for future projects and initiatives for consideration by the board.