



NCCD DIVERSITY AND INCLUSION COMMITTEE CHARTER

Purpose

The National Council on Crime and Delinquency (NCCD) strives to create an organizational culture and climate in which every voice is valued, staff have a sense of belonging and connection with one another and to the organization, and staff feel empowered to do their best work. The Committee is charged with researching, developing, and proposing mechanisms that will help create a supportive, positive, and inclusive work environment for staff at NCCD.

NCCD's Commitment to Diversity and Inclusion

At NCCD, we recognize and appreciate the importance of creating an environment in which all of our team members feel valued, included, and empowered to do their best work and bring great ideas to the table in service to our mission of creating just and equitable social systems.

We recognize that each employee's unique experiences, perspectives, and viewpoints add value to NCCD's ability to create and deliver the best possible service, technical assistance, and research to our clients and partners. Given that our individual social, economic, and cultural identities shape and influence our experiences and perspectives, it stands to reason that NCCD will do its best work by ensuring diversity in our workforce across the various dimensions of social and cultural identity and by practicing inclusivity in how we work with one another. Our goal is to foster an environment that attracts the best talent, values diversity of life experiences and perspectives, and encourages innovation while maintaining fidelity and integrity to evidence in pursuit of mission.

Using available research and data on effective diversity and inclusion practices, efforts will focus on the following activities.

- Building capacity and competency to lead and manage a diverse workforce.
- Creating a work environment that ensures equal access to opportunities for professional growth and advancement.
- Developing cultural competence and responsiveness, as an organization, to maximize our effectiveness in project engagements with clients and partners, considering and respecting their unique perspectives, experiences, and needs.

Our diversity and inclusion objectives, and progress toward achieving them, will be assessed annually to ensure alignment with strategic business objectives.

Objectives

In order to accomplish this, the committee will have the following responsibilities.

1. Conduct a scan of the literature to identify best practices supported by research.

2. Create opportunities for staff to provide feedback to NCCD executive staff about organizational climate and culture. *Example(s):* Anonymous satisfaction surveys, staff forums, etc.
3. Create opportunities for staff to have meaningful engagement with NCCD leadership to promote cultural inclusivity and discuss issues relating to equity in the workplace. *Example(s):* Breakfast/lunch with the CEO, CPO, CFO/COO, and/or functional directors.
4. Provide feedback and reflection to NCCD executive staff on issues of culture, climate, equity, inclusion, and diversity in the workplace, including recommendations and support regarding short- and long-term strategies to meet the organization's current and future workforce needs. *Example(s):* Effective recruitment, hiring, and retention practices.
5. Formulate recommendations for the development or modification of policies and practices that may be negatively impacting diversity, inclusivity, and equity efforts.
6. Create internal organizational learning opportunities in which staff may voluntarily participate and engage to deepen and develop personal understanding of inclusion and equity at an organizational level.
7. Identify opportunities for the organization to engage with its broader communities to promote equity, social justice, and inclusion. *Example(s):* Community volunteer activities, open house events, community policy panel talks, etc.
8. Serve as a communications vehicle to senior management as well as across the organization by helping to develop the tone of internal messaging to staff on committee activities and efforts. *Example(s):* Contribute to the NCCD internal staff newsletter, etc.
9. Conduct a self-assessment each May of committee effectiveness during the current fiscal year that describes accomplishments relative to developed goals and chartered responsibilities, challenges and barriers encountered during the period, and recommendations for solutions.

Leadership and Reporting Lines

The committee will have two co-chairs and report to the NCCD executive team (CEO, CPO, and CFO/COO). Co-chairs will be responsible for meeting scheduling and preparation, meeting facilitation, follow-up on action items, regular newsletter items, liaising with the executive team, etc.

Management Sponsor

A member of NCCD's senior management team will be appointed as the committee's sponsor. The sponsors will support the committee by:

- Providing guidance to the co-chairs;

- Acting as the link between the co-chairs and senior management;
- Acting as an arbitrator and making decisions that may be beyond the authority of the co-chairs and committee members; and
- Supporting co-chairs in presentation of recommendations to the executive team.

Membership

The committee will be comprised of five members plus two co-chairs, for a total of seven. For the inaugural year of the committee, co-chairs will be selected by the executive team from among staff who express interest in serving as co-chairs. Members will be selected by the co-chairs from among staff who express interest in participation and who have approval from their supervisor after review of current workload and consideration of any other factors such as alignment with individual professional development plans.

In general, committee membership should reflect a diversity of staff, taking into consideration factors such as:

1. Teams;
2. Office locations;
3. Levels of tenure;
4. Grade levels; and/or
5. Diversity in terms of race/ethnicity, gender identity, sexual orientation, age, disability, veteran status, socio-economic status, system-impacted individuals (e.g., formerly incarcerated, former foster youth), etc.

In many cases, a single individual may hold multiple characteristics listed above. If, after this volunteer and supervisor review process, more than five staff members are interested in serving, the selected co-chairs will develop a process to select membership. If volunteer participation is insufficient and/or the membership does not effectively represent the diversity noted above, committee co-chairs will solicit additional members.

Meetings

The committee will:

- Meet monthly for 60 minutes on a designated day of the month;
- Hold additional meetings as needed depending on scope of activity/event/etc.; and
- Record and post minutes for all regularly scheduled monthly meeting on the SharePoint homepage.