

## **Inclusivity, Diversity & Equity Committee Charter FINAL May 2024**

The ACCP Inclusivity, Diversity & Equity Committee is not a Standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP Bylaws (Article VII, Section 3g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the Bylaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The main purpose of the Inclusivity, Diversity & Equity (IDE) Committee is to move beyond the typically adhered to balance in degrees and affiliations to develop and implement guidances to ensure that ACCP equally promotes social and equity balances in its activities and programming. The goal of the IDE Committee is to provide a platform within the society for inclusivity, diversity and equity, including but not limited to race, ethnicity, gender and other representation. These guidances may be as per the Strategic Plan or as devised by the Committee separate from the Strategic Plan. If implemented correctly, ACCP will effectively meet the needs of its Members, engage them in society activities and also attract new Members to whom the opportunities appeal.

### **Committee Membership**

As a Non-standing Committee, there is no mention of Inclusivity, Diversity & Equity Committee in the ACCP Bylaws. As per Article XI, Section 3 of the Bylaws “all Non-standing Committees shall consist of a Chairperson and two or more representatives of ACCP membership. The President or his/her designee shall be an *ex officio* member of all Committees and must be apprised of all Committee meetings and their deliberations in writing.”

Committee membership should reflect racial, ethnic, geographic, gender and social diversity, in addition to being representative of ACCP’s membership and should therefore include representation from academia, industry, clinical and regulatory agencies, as well as MDs, PharmDs, PhDs. If appropriate, a Student Member should be appointed.

No person shall serve on more than one Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP Bylaws, Article XI, Section 1), unless approved by the President.

### **Committee Role**

The Inclusivity, Diversity & Equity Committee activities include, but are not limited to, the following:

- Develop guidances for incorporating IDE into society Policies & Procedures;
- Develop guidelines to promote IDE in ACCP meetings, Workshops and Symposia and all educational activities;
- Advance IDE in the composition of Board, Committees, Faculty Speakers, Award Recipients and overall society membership;
- Foster training and education on IDE within the Leadership and membership of the society;
- Develop an annual workplan focusing on including the IDE agenda at the Annual Meeting, Annual Business Meeting and other activities within the society.

### **Staff Support**

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures.

### **How & When the Committee Meets**

The Inclusivity, Diversity & Equity Committee may meet in person at the Annual Meeting and meets each month to achieve its goals.