

## **Job Description**

### **Advisory Group on Diversity, Equity, and Inclusion**

*(Reports through the PW, Inc., Administration Committee)*

Presbyterian Women continues to work on commitments to be an inclusive, caring community and an antiracist organization. This PW advisory group will provide focused attention on short- and long-term strategies that impact structural racism, including education/training, culture, policy, procedure, participation, leader recruitment. These efforts will help PW evaluate and renew structures and practices that impede participation and a sense of belonging for racially diverse women.

**Basic Function:** To create breakthrough and ongoing strategies, with implementation timelines, for creating and ensuring racial diversity, equity, and inclusion in all facets of Presbyterian Women.

**Duration:** The Advisory Group will continue until it is dissolved by the PW, Inc., Board of Directors, through a recommendation by the Administration Committee.

**Accountability:** The Advisory Group is accountable to the Board of Directors through the Administration Committee. The Advisory Group will provide a report to the Board of Directors, via the Administration Committee, one month prior to the spring Board meeting each year. Recommendations requesting immediate action may be brought to the Administration Committee at any time.

#### **Membership:**

- The Advisory Group shall be comprised of up to 10 representatives:
  - Up to two representatives from each at-large community represented on the PW Board of Directors (Native, Black, Hispanic, Middle Eastern, Korean, and Asian American), but not to exceed 8 total representatives.
  - One representative from the PW Board of Directors' Racial Equity Committee.
  - One representative from the White community.
- Representatives must have expertise and experience with diversity, racial equity and inclusion (DE&I) concepts and work, Presbyterian Women, and the Presbyterian Church (U.S.A), or some combination of relevant expertise and experience.
- The Advisory Group work is independent of the PW triennial cycle. The regular term of service is 2–4 years with the option of a second term (no more than 8 years total). Representatives will begin with staggered terms to create continuity and rotation.
- Advisory Group leadership has the authority to request the resignation of group members who do not routinely attend meetings or complete assignments; the Administration Committee will be notified beforehand.
- The Executive Director will serve as staff to the committee with voice but no vote. She will assign other staff members to various tasks as needed.

**Meetings:** The Advisory Group will meet by Zoom and/or conference call and face-to-face meetings when it is feasible to do so.

**Financial Implications:** Up to \$10,000 annually.

**Responsibilities:**

- Recommend short- and long-term strategies to the Board of Directors through the Administration Committee focused on eliminating structural racism and practicing full inclusion of women of color.
- Study/review the patterns of participation and inclusion on committees and leadership teams at each level of Presbyterian Women and make recommendations to the Admin Committee/Board. including education/training, culture, policy, procedure, participation, leader recruitment.
- Develop or assist PW groups to develop learning opportunities around key DE&I issues raised in the church.
- Bring forward immediate and pressing issues facing constituencies of color to the PW Board.
- Serve as an advocate for the representation of women of color, different age groups, the LGBTQIA+ community, persons with disabilities, and other diverse populations and serve as an ongoing voice on representation for Presbyterian Women.
- Collaborate with the PW national Search Committee on matters regarding inclusion.