

## DIVERSITY WORK GROUP

Final Copy 9/22/2022

### 1- Strategic Objective:

is to pursue efforts to enhance and promote diversity, equity and inclusion of the AAA Board and its standing committees namely, Nutrition/Wellness, Legislative/Advocacy, Access and the Diversity Work Group, (DWG) and establishing community leadership partners.

The engagement of the DWG in diversity, equity and inclusion with community leadership will make Dane County a much stronger and more effective in addressing the increasing issues and challenges of diversity while reflecting the demographics of Dane County.

### 2- Primary Objective: (The Scope of Performance)

is to establish and maintain contacts with Dane County BIPOC and other underserved communities, to promote AAA programs and services, and to collaborate with community partners to recognize national celebrations such as Veteran's Day, November 11, Black History Month, Hispanic Heritage Month, and Pride Month.

### 3- Composition:

DWG will have six members and one liaison from the AAA Board. Three DWG members will be represented by the AAA standing committees and three members will be volunteers (60 years or older) and appointed by the AAA Board. At times, DWG will have additional volunteers waiting for assignments. A liaison will be appointed by the AAA Board. The DWG will consist of a chair and vice chair and will be elected to serve for three years and may be re-elected for another three years. The AAA Manager will serve as an Ex-Officio.

### 4- AAA Board Responsibility:

- Approves annual goals and objectives.
- Provides guidance for DWG.
- Provides administrative assistance
- Reviews DWG quarterly report and provide direction, if required.

5- Board Liaison Appointee Responsibility:

- Relays AAA Board communications to DWG and vice versa.

6- DWG Responsibility:

- DWG is responsible to reach out to the Community Leaders for partnership, recruitment and participation with their national celebrations.
- DWG is responsible for its performance to the AAA Board
- Provides quarterly progress report to the AAA Board.
- DWG member commits to a minimum of four hours of volunteering per week.
- Vice Chair prepares a standard quarterly report and forwarded to the Chair.
- The Chair will review the quarterly report with DWG and forward it to the AAA Board.

7- Election

- The AAA Board appoints six members to the DWG. The AAA Board receives three nominations from its three standing committees for appointment. The DWG will consist of a chair and vice chair and will be elected to serve for three years and may be re-elected for another three years.
- The election of Vice Chair will be held in December.
- The AAA Manager will serve as an Ex-Officio.

8- Orientation

- The AAA Manager is responsible for orienting volunteers to the AAA Organization.

9- Administrative Assistance. The AAA Manager will provide administrative Services, as needed.