

# Best Practices to Form a DEI Committee in an IEEE Unit

Revised: Incorporates Committee Input



**Form a diverse Committee to steer the process.**

**Nominate and appoint a Chair and a Vice Chair.**

**Develop a strategic plan for the committee, including diversity goals and metrics, and milestones towards progress.**

**Draft a charter and bylaws. These can be somewhat informal to get started and can evolve as progress is made.**

**Obtain organizational unit approval through established processes.**

**Create an annual operational plan.**

**Kick off the committee activities and ensure meeting summaries and actions are captured.**



- Committee members should, to the best of the unit's ability, represent the diverse perspectives outlined in the [IEEE Diversity Statement](#).
- Committee members should educate themselves on current diversity and inclusion issues and do their best to remain up-to-date on the evolving conversations
- Share with the Committee members existing IEEE resources, best practices, and stories of action through the [IEEE Diversity, Equity, and Inclusion web presence](#).

- [The IEEE Diversity & Inclusion Committee's position description](#) may serve as a reference for roles and responsibilities for units.

Strategic planning questions can include:

- *How can this committee best provide oversight and support for diversity, equity, and inclusion initiatives?*
- *How will we measure success?*
- *In 5 years, what do we hope to accomplish? What are our short, mid, and long term goals?*

- Should include membership, meeting frequency, and any reporting requirements
- Identify roles and responsibilities to goals and metrics.
- Consider creating Subcommittees with Chairs, who report in on progress at each Committee meeting.
- Avoid a complex governance structure and instead focus on the bigger picture and progress; remain agile as you learn and revise.
- [The IEEE Diversity & Inclusion Committee charter](#) may serve as a reference.

- Discuss charter and bylaws with unit leadership.
- Follow any required processes for new committee formation. For example, a formal vote to approve, addition to governance documents, etc.

- Identify staff resources that may be available to support the goals, as well as any budget needed to execute
- Identify partner committees within the unit, such as Nominations and Appointments, whose activities impact committee goals

- Ensure each Committee member has an opportunity to speak and to be heard