Best Practices to Form a DEI Committee in an IEEE Unit

Revised: Incorporates Committee Input

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

2. **Nominate and appoint a Chair and a Vice Chair.**
   - The IEEE Diversity & Inclusion Committee’s position description may serve as a reference for roles and responsibilities for units.

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

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

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

6. **Create an annual operational plan.**
   - 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.

7. **Kick off the committee activities and ensure meeting summaries and actions are captured.**
   - Ensure each Committee member has an opportunity to speak and to be heard.