INCLUSION & DIVERSITY COMMITTEE CHARTER

VISION
This Committee strives to cultivate and deepen a diverse and inclusive environment within the Office of the Vice President for Finance and CFO and its reporting units (the “division”) and in the spirit of partnership with our campus counterparts and the greater Virginia Tech community, to demonstrate our commitment to the university’s Principles of Community and its motto, Ut Prosim.

MISSION
This Committee’s twofold mission is to:

1. Nurture and encourage the division’s inclusive and diverse culture – one characterized by mutual respect and understanding, shared responsibility, civility and sensitivity, open dialogue, curiosity, and the embrace of the rich array of perspectives, disciplines, and backgrounds encountered each day;

2. Ensure this environment becomes integrated into and foundational for the division’s execution of day-to-day activities, pursuit and achievement of short-term and long-range goals, and development, measurement and evaluation of the Office’s progress toward its strategic objectives and in support of the University Strategic Plan.

By growing this culture of inclusion and diversity, the Committee’s efforts will help maximize the division’s full potential for outstanding achievement and sustained excellence.

OVERALL ROLES AND RESPONSIBILITIES
The Committee will take a dedicated leadership role in furthering the understanding, development and implementation of a range of activities and initiatives in support of the division’s commitment to inclusion and diversity.

The Committee will provide guidance and leadership in the establishment of one-year, two-year, and long-term goals, strategies, and action plans to enhance the division’s climate of inclusion and diversity. The Committee will oversee the participation of each reporting unit in regularly-scheduled discussions and activities, as well as each new employee’s completion of a Principles of Community training. On an annual basis, the Committee will evaluate the Office of the VP for Finance and CFO Mission Statement and propose revisions as necessary to ensure that principles of inclusion and diversity are a central theme. Other roles and responsibilities may emerge over time and become key emphasis areas for the Committee.

On an ongoing basis, the Committee will re-evaluate progress toward the achievement of these goals and will – as needed – modify action steps, timelines, necessary and available resources, and measures of success to ensure continued accountability and progress.

MEMBERSHIP
The Committee’s membership shall include (but is not limited to) at least one representative from each reporting unit within the Office of the VP for Finance and CFO. Overall membership shall include both faculty and staff representatives from all levels of the organization. Committee members shall serve a term of approximately two years, with the option of reappointment. All Committee members are expected to uphold the principles stated in this charter, the Office of the VP for Finance and CFO Mission Statement, and the Virginia Tech Principles of Community. Reappointment, or additional appointment(s), to the Committee shall be at the discretion of the Vice President for Finance and CFO, the Committee Chair, and/or the Committee member’s immediate supervisor.
MEETINGS
Regularly-scheduled Committee meetings will be held on an ongoing monthly basis in rotating locations. Meeting frequency and location may evolve at the Chair’s discretion, and meeting participation may be made available through teleconference or videoconference.