

CHARTER COMMUNITY HERITAGE COMMITTEE

1. *Purpose*

The Community Heritage Committee serves in an advisory capacity to the Board of Directors and other Committees to ensure that institutional decisions and programming are informed by inclusivity, accessibility, and equity. This focus will promote ideas, programs, and projects designed to increase access to the ACLT by diverse communities, particularly those impacted by societal inequities or those which have not traditionally been engaged in Nature. The goal is to foster feelings of belonging and safety in all who are a part of and visit the ACLT.

2. *Organization*

- A. Membership: The Committee is composed of six (6) to ten (10) members.
- B. Members: Members of this Committee are appointed by the CH Committee Chair. Pursuant to the ACLT Roles and Responsibilities of the Board of Directors, Committees, and Staff, in addition to other ACLT members, the Chair may appoint other eligible individuals to serve on the Committee.
 - i. Committee members shall serve for three (3) year terms. The terms of the Committee members shall expire on a rotating basis with no more than one-third of the Committee members' terms expiring at any one time. Terms are renewable with no limits. Initial appointments will be staggered 1, 2, and 3 year terms selected randomly. The Chair of the Committee will be appointed initially to a three-year term.
 - ii. The Executive Director shall be an *ex-officio* non-voting member.
 - iii. A staff member assigned by the Executive Director supports the Committee and is an *ex-officio*, non-voting member.
 - iv. Any Committee member may be removed by the Chair for failure to participate, non-performance of duties, or other cause deemed sufficient.
- C. Officers: Based on recommendation from the Committee members, the Board appoints the chair of the Committee for a three (3) year term, renewable with no limits. The Committee Chair shall appoint a recorder.
- D. Meetings: The Committee shall meet at least quarterly or more frequently at the request of the Committee chair. Committee meetings are open to ACLT members and other invited guests. The Committee chair has the authority to call for an executive session.
- E. Quorum: A quorum consists of a majority of the voting Committee members. A quorum of members must be present to conduct official business. Action on any issue requires approval by a majority of the voting members present.

3. Responsibilities

- A. The Committee serves in an advisory capacity to other Committees and the Board by identifying and assisting in the implementation of opportunities and programs to increase the diversity and inclusion of ACLT members, visitors, and the public to ACLT.
- B. The Committee provides an independent “eye” for ACLT policies, initiatives, and activities, e.g., programs, literature, signage, to promote a welcoming atmosphere, sense of belonging and safety, and cultural perspective to positively reach diverse communities.
- C. The Committee identifies potential community, academic, or environmental partners that could assist the ACLT in reaching communities that would not traditionally be involved in nature-related or environmental activities. The Committee may serve as the contact point for these partnerships as assigned.
- D. The Committee assists in the development of targeted outreach or other materials (e.g., signage).
- E. The Committee provides input to the Board in the development of the Committee’s annual budget request.

4. Records

- A. Minutes of the Committee’s meetings shall be prepared and distributed to Committee members in a timely manner. Once approved by the Committee, the Committee recorder shall provide a copy of the approved minutes to the Chair for distribution to the Committee members. The approved minutes will be provided to the ACLT Office, which shall maintain them as permanent records.
- B. Reports: The Committee shall provide input to the development of Annual Report. As needed, it shall provide status reports to the Board of Directors.

5. Charter Review.

The Committee shall review its charter every five (5) years for validity and appropriateness.