

CHARTER
DIVERSITY, EQUITY AND INCLUSIVITY SUBCOMMITTEE]
ACLT OUTREACH AND MEMBERSHIP COMMITTEE

1. *Purpose*

The Outreach and Membership Committee is responsible for the American Chestnut Land Trust's educational outreach and membership programs (including volunteer recruitment/retention and business sponsorships). The Committee bolsters ACLT's long-term survival by educating the public about the ACLT and its mission, recruiting/retaining members, volunteers, donors, and business sponsors who care deeply about the ACLT mission, and developing and nurturing these relationships.

The Diversity, Equity, and Inclusivity (DEI) Subcommittee serves in an advisory capacity to the O&MC and the Board of Directors to promote ideas, programs, and projects designed to increase access to the ACLT by diverse communities, particularly those impacted by societal inequities or those which had not traditionally been engaged in Nature. The goal is to foster feelings of belonging and safety by all who visit the ACLT

2. *Organization*

- A. Membership: The [E&D subcommittee] is a subcommittee of the Outreach and Membership Committee composed of [six (6) to ten (10)] members.

- B. Members: Members of this subcommittee are appointed by the O&M Committee Chair. Pursuant to the ACLT Roles and Responsibilities of the Board of Directors, Committees, and Staff, in addition to O&MC and other ACLT members, the Chair may appoint other eligible individuals to serve on the subcommittee.
 - i. Subcommittee members shall serve for three (3) year terms. The terms of the subcommittee members shall expire on a rotating basis with no more than one-third of the subcommittee 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 subcommittee 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 subcommittee and is an *ex-officio*, non-voting member.
 - iv. Any subcommittee member may be removed by the Chair, O&MC, for failure to participate, non-performance of duties, or other cause deemed sufficient.

- C. Officers: Based on recommendation from the subcommittee members, the Chair of the O&MC appoints the chair of the subcommittee for a three (3) year term,

renewable with no limits. The subcommittee chair shall appoint a subcommittee recorder.

- D. Meetings: The subcommittee shall meet at least quarterly or more frequently at the request of the subcommittee chair of the Chair of the O&MC. Subcommittee meetings are open to ACLT members and other invited guests. The subcommittee chair has the authority to call for an executive session.
- E. Quorum: A quorum consists of a majority of the voting subcommittee 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 Subcommittee serves in an advisory capacity to the O&M Committee 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 Subcommittee provides an independent “eye” for ACLT 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 Subcommittee 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 subcommittee may serve as the contact point for these partnerships as assigned.
- D. The Subcommittee assists in the development of targeted outreach or other materials (e.g., signage).
- E. The subcommittee provides input to the Chair, O&MC in the development of the Committee’s annual budget request.

4. Records

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

5. Charter Review.

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

Adopted by the Outreach and Membership Committee