**DIVERSITY AND INCLUSION COMMITTEE**

**1. General**

1.1 The objectives of the HASSRA Diversity and Inclusion Committee (D&I) are to focus on

**2. Role**

2.1 The following summarises the current role and responsibilities of the D&I:

(a) Regularly reporting on the demographic make-up of HASSRA membership

(b) Developing and delivering a flexible and engaging marketing strategy to attract new members including, where identified, targeting of specific under-represented groups

(c) Developing proposals to widen the diversity of national and regional board membership, and in so doing, bring in different voices, insights and lived experience to the way we do things and how we make our decisions

(d) Continually reviewing our national offer (events, activities etc) to members to ensure they are as inclusive as they possibly can be

(e) Undertaking regular insight gathering exercises (surveys, listening circles etc) to ensure we continue to meet the needs of our diverse membership

(f) Advising the National Board on the operational impact of departmental and Civil Service policy changes that may impact on Diversity and Inclusion

**3. Composition**

3.1 The D&I shall comprise:

a. Chairperson

b. Five elected Committee Members

**4. Accountability**

4.1 The D&I shall be directly accountable to the HASSRA BOM.

**5. Secretariat**

5.1 The secretariat services are provided from within the D&I committee.

**6. Budgetary Responsibilities**

6.1 The D&I has budgetary responsibility for its own meeting costs and other specific business tasks/areas delegated to it by the BOM.

**7. Electoral Issues**

###### Chairperson

7.1 The chairperson of this committee will be appointed by the National Board and will not be subject to separate election requirements.

Elected Committee Members

7.2 **In 2024, there will be five vacancies on the D&I open to election. Three posts will be for a period of three years, and two posts will be for a period of two years.**

7.3 Should an elected committee member stand down, resign or otherwise become ineligible to serve the Committee before the end of their term, the BOM shall be entitled to co-opt a replacement committee member until the next opportunity arises to elect a replacement at the next Conference or Special General Meeting. In such circumstances, the period of election shall be the remainder of the term due to be served by the member who resigned/stood down.

**8. Other Issues**

Deputies

8.1 Members of the D&I who are unable to attend a scheduled meeting of the committee are not permitted to nominate a deputy to attend in their place.

##### Quorum

8.2 The quorum of the D&I shall be the majority of its membership who are eligible to vote.

**9. Skills framework**

##### Elected D&I Committee members

9.1 Elected D&I members should bring to the committee two or more of the following skills or competences:

(a) a basic understanding of the structure and workings of HASSRA at each of its three levels (national, regional & local)

(b) a good understanding of diversity and inclusion policies

(c) an aptitude in analysis of MI data and development of policies driven from it

(d) experience of stakeholder engagement.