

**STATE OF WISCONSIN**

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA) PROFESSIONALS COMMITTEE CHARTER**

As Amended on 11/1/2017

1. **MISSION STATEMENT & PURPOSE**

This Charter describes the duties and responsibilities of the State of Wisconsin EEO/AA Professionals Committee (hereinafter “EEO/AA Professionals Committee”), the organization of its membership, and its operating procedures. This Charter also explains the structure of the EEO/AA Professionals Committee and its advisory relationship.

The EEO/AA Professionals Committee is designed to serve as an advisory body to the Department of Administration (DOA), Division of Personnel Management (DPM). Its mission is to provide leadership to the State of Wisconsin’s Affirmative Action Offices (AAOs) and Affirmative Action/Equal Employment Opportunity (EEO/AA) Professionals.

1. **ROLES/RESPONSIBILITIES**

The role of the EEO/AA Professionals Committee includes creating a venue to help foster/facilitate communication, networking and needed EEO/AA training for EEO/AA Professionals within the State of Wisconsin. In addition, the EEO/AA Professionals Committee serves as a venue for EEO/AA Professionals to come together and create/implement diversity principles and inclusion initiatives, identify and communicate top diversity issues to DOA/DPM, and serve as a communication channel through which agencies and the University of Wisconsin can develop partnerships with community organizations that are already doing diversity work, which will build external credibility and cultivate trust with the public at large.

The following are a list of non-inclusive responsibilities of the EEO/AA Professionals Committee:

* Promoting EEO/AA and diversity/inclusion throughout Wisconsin State government;
* Advocating for the adoption of policies, management practices, and programs that encourage and support the active recruitment and retention of women, minorities, persons with disabilities, veterans, etc.;
* Working with AAOs and EEO/AA Professionals to foster work environments that are free of illegal discrimination, harassment and retaliation, and where employees are free to work and learn, individually and collectively, to the benefit of the citizens of Wisconsin;
* Provide advise/recommendations to the DOA/DPM on EEO/AA issues that impact, or are likely to impact state agency or university operations;
* Foster and facilitate communication, networking and needed EEO/AA training among state agencies and the University of Wisconsin EEO/AA Professionals;
* Build partnerships/resonate with our communities, which will build external credibility and cultivate trust with the public at large; and,
* Identify common and distinct agency and University of Wisconsin EEO/AA responsibilities.

1. **STRUCTURE**

The EEO/AA Professionals Committee will be comprised of an **Executive Committee** (***Chair, Vice-Chair, Secretary, and up to four (4) Council Board Members)*** and **State of Wisconsin EEO/AA Professionals**, all of which must be EEO/AA Professionals employed by a State of Wisconsin Agency or University. When possible, the EEO/AA Professionals Committee membership should reflect an inclusive cross-section of the State of Wisconsin’s workforce:

1. **Executive Committee:**
2. ***Chair/Vice Chair:***
3. A Chair and Vice Chair shall be nominated every two years (for a two year term) by self or peer nomination and elected by a simple majority vote of the EEO/AA Professionals Committee members present at the time of election.
4. The Chair shall preside over all meetings of the EEO/AA Professionals Committee.
5. The Chair shall be responsible for directing the activities of the EEO/AA Professionals Committee, planning its meeting agendas and scheduling appropriate/necessary EEO/AA training.
6. The Chair shall prepare and disseminate meeting invites/agendas at least two weeks in advance of each meeting.
7. The Chair may appointment EEO/AA Professionals Committee Sub-Committees or Task Groups, as needed.
8. In the absence of the Chair, the Vice Chair will assume responsibility for the operation of the EEO/AA Professionals Committee.
9. If a Chair or Vice-Chair resigns during a term, an immediate nomination/election may occur to find a replacement, or the EEO/AA Professionals Committee may decide to wait until the next scheduled election.
10. ***Secretary:***
    1. A Secretary shall be nominated every two years (for a two year term) by self or peer nomination and elected by a simple majority vote of the EEO/AA Professionals Committee members present at the time of election.
    2. The Secretary shall be responsible with aiding the Chair or Vice Chair with creating meeting agendas and disseminating meeting invites/agendas to State of Wisconsin EEO/AA Professionals.
    3. The Secretary shall be responsible for maintaining minutes for each meeting of the Council and other record keeping duties as necessary.
    4. The Secretary shall be responsible for coordinating the review/necessary updates of the EEO/AA Professionals Committee Charter, every two years, with the Executive Committee.
    5. If a Secretary resigns during a term, an immediate nomination/election may occur to find a replacement, or the EEO/AA Professionals Committee may decide to wait until the next scheduled election.
11. ***Council Board Members:***
12. Up to four (4) Council Board Members shall be nominated every two years (for a two year term) by self or peer nominations and elected by a simple majority vote of the EEO/AA Professionals Committee members present at the time of election.
13. Council Board Members aid the Chair and Vice Chair with brainstorming/planning/coordinating relevant agenda topics and EEO/AA trainings for the EEO/AA Professionals Committee meetings and performing any other duties as necessary.
14. If a Council Board Member resigns during a term, an immediate nomination/election may occur to find a replacement, or the EEO/AA Professionals Committee may decide to wait until the next scheduled election.
15. **State of Wisconsin EEO/AA Professionals:**
    1. All EEO/AA Professionals employed by a State of Wisconsin Agency or University are welcome to join the EEO/AA Professionals Committee.
    2. EEO/AA Professionals are encouraged to aid the Executive Committee with brainstorming/suggesting relevant agenda topics and EEO/AA trainings.
    3. Any EEO/AA Professional who is present during elections may cast his/her vote(s).
16. **PROCEDURES**
17. **EEO/AA Professionals Committee Meetings**
    1. The EEO/AA Professionals Committee will meet at least quarterly (every 3 months), when possible.
    2. EEO/AA Professionals Committee members will take turns hosting the meetings at their respective business locations.
    3. DOA/DPM staff will attend the EEO/AA Professionals Committee meetings upon invitation, to exchange information/provide necessary updates.
18. **EEO/AA Professionals Committee Decision Making**

The EEO/AA Professionals Committee will utilize, as often as possible, a consensus model to make its decisions. When the Chair determines the consensus model is either inappropriate or ineffective, he/she will call for a vote of the members. In such circumstances, the majority decision will stand.

1. **APPROVAL**

This Charter will be valid for a minimum of two years after the effective or amended date, after which time the Charter will be revised/amended, as needed, by the Executive Committee.