

## **Diversity and Inclusion Council Charter**

### **MISSION**

Roper St. Francis Healthcare is proud to create an environment of diversity, equity and inclusion, because we believe that a culture made up of varied people and ideas helps us to achieve our mission of: *healing all people with compassion, faith, and excellence*. We believe every patient and teammate is a unique individual with needs, hopes and expectations about his/her experience within our healthcare system; and we commit to developing an atmosphere that values the whole person.

The mission of the **Roper St. Francis Healthcare Diversity and Inclusion Council** is to foster an environment that:

- advances the strategic plan and mission of the organization;
- supports an organizational workforce and culture that is inclusive and respectful of the various backgrounds and cultures that are reflected in our patients, teammates and the community;
- embraces different perspectives, talents, knowledge and experience to accomplish Roper St. Francis Healthcare's goals and objectives;
- leverages professional development opportunities to ensure equal access to growth and advancement; and
- employs cultural competency and humility to maximize our efforts to heal all people with compassion, faith and excellence.

### **SCOPE**

The **Roper St. Francis Healthcare Diversity and Inclusion Council** serves in an advisory capacity to senior leadership, identifying challenges and opportunities regarding diversity, equity and inclusion and providing strategic recommendations to enhance the workforce and patient experience.

The Council will have the following responsibilities:

- participate in the development of key diversity, equity and inclusion tactics to support RSFH's mission and strategic plan;
- create opportunities for teammates to provide feedback to senior staff about organizational climate and culture (i.e. climate assessments, engagement surveys, focus group sessions, etc.);
- create opportunities for teammates to have meaningful engagement with leadership to promote cultural inclusivity and discuss issues relating to equity in the workplace;

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- provide feedback to senior staff on issues of culture, climate, equity, inclusion, and diversity in the workplace, including recommendations and support regarding short- and long-term strategies to meet the system's current and future goals;
- formulate recommendations for the development or modification of policies and practices to support diversity, equity and inclusion efforts;
- create internal organizational learning and development opportunities;
- identify opportunities for the system to engage with its broader communities to promote equity, social justice, and inclusion (i.e. community volunteer activities, corporate social responsibility initiatives, etc.);
- work alongside Corporate Communications and Marketing to develop messaging and content intended for diverse communities or related to diversity, equity and inclusion concepts;
- develop key metrics to help track progress and drive accountability; and
- conduct a self-assessment of Council effectiveness during each fiscal year that describes accomplishments relative to developed goals and chartered responsibilities, and alignment with system-level goals

### STRUCTURE

The **Roper St. Francis Healthcare Diversity and Inclusion Council** will have *two co-chairs*. Co-chairs will be responsible for meeting scheduling and preparation, facilitation, communication and messaging. Co-chairs are appointed every two years via a majority vote by the Council and should not serve more than four consecutive years as co-chair.

The Chief Diversity, Inclusion and Health Equity Officer will serve as the Council's *sponsor*. The sponsor will provide guidance to the co-chairs; serve as the senior leader liaison making presentations to the senior leadership team as required; and act as an arbitrator to make decisions that are beyond the authority of the Council.

*Members* of the Council are teammates who express interest in participation and who have approval from their supervisor after review of current workload. Council members should reflect a diverse mix of teammates, considering race/ethnicity, gender identity, sexual orientation, age, disability, veteran status, etc. Members should also reflect different departments of the system. Each member will be assigned to a subcommittee and may require a 3 – 4 hour commitment per month. Members are expected to be punctual and attend all meetings. However, members are permitted up to three absences in a calendar year. Members missing more than the allowance

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may be subject to removal from the council. The Council will consist of 20-30 members annually.

*Ambassadors* of the Council are teammates who are available to help with community and teammate engagement. Council Ambassadors will serve as champions of Council activities and be responsible for sharing Council announcements and volunteering during Council-sponsored events. Ambassadors are an integral part of the Council's efforts and should reflect a diverse mix of teammates, considering race/ethnicity, gender identity, sexual orientation, age, disability, veteran status, etc. Ambassadors should also reflect different departments of the system and may require a 1-2-hour commitment per month.

### **GUIDING GOVERNANCE**

The Roper St. Francis Healthcare Diversity and Inclusion Council will operate within the following ground rules:

- Each member will contribute their ideas with respect and consideration for the perspectives and contributions of others.
- Members are encouraged to express disagreements with ideas, not with people.
- All council materials and deliberations will be held in strict confidence creating a safe space for open, honest communication.
- Decisions of the council will be guided by majority vote (with quorum). Once decisions are made, all council members will speak with one voice representing the collective decisions of the council as their own and communicating in accordance with the parameters and timing determined by the council.
- Members will respect and adhere to all routines and protocols of the council, including pre-meeting preparation, attendance and full participation in meetings, focusing on a pre-set agenda distributed in advance of the meeting, serving as an ambassador and advocate of collective decisions and treating meeting materials, notes and reports with confidence.