

FENCERS CLUB DIVERSITY, EQUITY & INCLUSION (DEI) ADVISORY COUNCIL CHARTER

The Diversity, Equity & Inclusion Advisory Council ('DEI Advisory Council') is authorized by the Fencers Club Board of Directors and will serve at the pleasure of the Board.

Responsibilities & Scope

The DEI Advisory Council is created to work with the Fencers Club Board's Diversity, Equity & Inclusion ('DEI') committee to fulfill its mission. The Council shall have limited responsibilities and is formed to give advice and recommendations to the DEI on matters related to diversity, equity and inclusion at the Fencers Club. The Council cannot compel the Fencers Club Board or staff to act on its recommendations or feedback.

The DEI Advisory Council shall:

- Be comprised of diverse skills and experiences
- Provide the DEI with opinions and discuss opportunities and challenges around matters of diversity, equity, and inclusion at the Fencers Club
- Provide input, skills and knowledge toward specific DEI committee initiatives
- Be required to meet SafeSport requirements and adhere to the Fencers Club Conflict of Interest Policy

Benefits as an Advisory Council Member

Advisory members can be a tremendous influence and complement to the effectiveness of the DEI committee as it works to carry out its roles and responsibilities. Other benefits include:

- Develop strong relationships with the Fencers Club Board of Directors and DEI committee members
- Share professional expertise, insight, and experiences
- Engage in strategic dialogue and participate in robust discussions that will help shape the Fencers Club's diversity, equity, and inclusion strategy and initiatives
- Work and network with like-minded peers
- Participate in DEI committee work and sharpen leadership skills

Structure & Membership

The DEI Advisory Council is established with the following terms and considerations:

- The DEI Advisory Council shall consist of a minimum of 3 members and a maximum of 5 members
- DEI Advisory Council members will be selected and appointed by the DEI

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- The DEI Advisory Council membership should reflect the diversity of Fencers Club membership
- DEI Advisory Council applicants must be members of the Fencers Club or Peter Westbrook Foundation Community
- DEI Advisory Council members will serve one-year terms or until their earlier removal from the council by a 2/3 vote of the DEI, or resignation from the council
- DEI Advisory Council members who are absent without reasonable cause for two consecutive meetings will be considered to have resigned their seat. The DEI will move to fill this position
- Vacancies on the DEI Advisory Council will be filled by a process of nomination and approval by the DEI

Exclusions

- Advisory council members are non-voting members. Members cannot outline rules for how the organization operates, give staff instructions, or provide directives to the Board of Directors
- Advisory council members shall not speak on behalf of the Fencers Club. This includes, but is not limited to, discussing confidential business matters with employees, clients, or vendors

Procedures and Administration

Meetings

- The DEI Advisory Council will meet with representatives of the DEI quarterly. Meetings will be scheduled by the chair of the DEI. In addition to regularly scheduled meetings, the DEI and DEI Advisory Council should communicate regularly in order to maximize impact
- The DEI Advisory Council will keep minutes and such other records of its meetings as it shall deem appropriate

Reports to DEI

- Minutes will be recorded by a rotating minute taker of the DEI Advisory Council. An electronic copy will be mailed to the DEI within one week after a meeting

Charter

- At least annually, the DEI will review and reassess the adequacy of this Charter and recommend any proposed changes to the board for approval