



DIVERSITY, EQUITY AND INCLUSION SOLUTIONS



# Mass Convention Center

## Proposed DE&I Taskforce Charter

## THREE THINGS TO CONSIDER:

- Based on prior conversations, plus legal and operational considerations, it's recommended that we refer to this as a Taskforce.
- Equally as important as a charter is to have a specific workplan to guide our actions.
- Building rapport amongst Taskforce and/or Board members is a key element of getting this work done.

# CORE PURPOSE

The DE&I Taskforce will work with the Authority to help shape our DE&I roadmap and present a unified front on the importance of it. We will serve as an oversight function ensuring that MCCA is a welcoming place where everyone feels that they belong. We will look not only to the past to right what has been wronged but will also look towards improving our future through meaningful action.

# TASKFORCE OBJECTIVES

- Work with the executive director and CDO to ensure sufficient focus on the DE&I strategy.
- Challenge the Authority to improve workforce, workplace, and supplier initiatives.
- Develop a workplan to guide the Taskforce's activity and progress.

# SHORT-TERM GOALS (0-6 months)

1. Dive deeper into the Prince Lobel report to further understand complaints and areas of opportunity.
2. Assess all the DE&I information and determine what resources and course of action is needed.
3. Continue hearing from CDO on strategy, goals, and actions.
4. Understand what equity, inclusion, and belonging mean at MCCA.
5. Understand best practices and determine acceptable performance.
6. Understand what policies and procedures are in place now.

# WORKING WITH THE AUTHORITY

- We will not impact the day-to-day. Rather, we will work with the executive director and CDO to make recommendations on strategy and ensure cohesion.
- Set regularly scheduled quarterly meetings with the executive director and CDO to ensure alignment.
- Agree upon adequate benchmarks, goals, and progress.

# BYLAWS

# BYLAWS

1. The existence of the DE&I Taskforce is at the discretion of the Board.
2. The Taskforce will be in existence for one year.
3. The filling of any open positions will be determined by current Taskforce members.
4. Members are appointed for a 12-month term, unless the member requests another term.
5. The Board has the authority to remove anyone from the Taskforce.
6. Changing bylaws is at the discretion of the Taskforce.



# BYLAWS

7. The Taskforce will meet six times yearly.
8. The Vice Chair calls the meeting to order. In their absence, the Chair calls the meeting to order.
9. If a member misses two consecutive meetings and/or is not an active participant, the Chair and Vice Chair may request that the member withdraw from the Taskforce. A conversation will be had with the member before any decisions are made.
10. An administrator is responsible for meeting minutes and all documentation.
11. The Taskforce is limited to helping the Authority improve all aspects of DE&I.

# OPERATIONAL PROCEDURES

- Meeting agendas should be determined by the Chair, and/or Vice Chair with assistance from GVC. Agendas and pre-read materials will be provided 48 hours in advance of each meeting to give members enough time to prepare.
- If additional meetings are needed, they may be called by the Vice Chair or Chair at any time.
- Time-limited subcommittees can be created for projects and will be led by members of the Taskforce.
- Members who cannot attend a meeting are encouraged to alert leadership and provide input/feedback ahead of the meeting as applicable and when possible. Feedback can be provided in written form, verbally, or through another Taskforce member.

# NEXT STEPS

Week of Feb 19th

TBD



GVC to develop proposed workplan

GVC delivers workplan