



Diversity, Equity, Inclusion & Justice Committee Charter

CALM is committed to preventing trauma, healing children and families, and building resilient communities throughout Santa Barbara County. We recognize that racism - and all forms of oppression – are historical, generational and on-going traumas that lead to negative mental and physical health outcomes for children and adults.

As stated by the American Academy of Pediatrics, “racism is a social determinant of health that has a profound impact on children, adolescents, emerging adults, and their families. Although progress has been made toward racial equality and equity, the evidence to support the continued negative impact of racism on health and well-being through implicit and explicit biases, institutional structures, and interpersonal relationships is clear.”

CALM is committed to fostering a diverse, equitable, and inclusive environment that values and embraces the many identities, cultures and beliefs of our clients, staff, volunteers, and community partners. We are steadfast in our commitment to cultivating an organization equipped to meet the evolving needs of our stakeholders while building trauma-responsive communities throughout Santa Barbara County.

Purpose

CALM’s Diversity, Equity, Inclusion & Justice (DEIJ) Committee will work closely with CALM’s Senior Management Team (SMT) to guide the organization’s strategic efforts related to advancing diversity, equity, and inclusion goals. The Committee will guide and inform these efforts, and recommendations made by the Committee will be reviewed by CALM’s SMT for consideration and implementation.

This Committee will focus, but not limit, its efforts on the following:

- Assessment of organizational policies and practices to enhance DEIJ efforts, practice, and culture at CALM. This may include the following areas of review:
 - Access to clinical service and client intake process
 - Clinical programming, service delivery and evaluation
 - Organizational structures/systems, as well as agency policies/procedures/practice
 - Recruitment, retention and promotion of staff
 - Staff experience, staff wellness, and staff morale
 - Physical space
 - External communications and fund development
 - Board recruitment and engagement

- Creation of an organization roadmap that includes concrete recommendations and actionable steps for continued organizational advancement of DEIJ efforts.
- Development of an annual action plan, with recommendation of short-term goals and long-term strategies, as well as metrics to track and facilitate progress.
- Development of a scorecard to document and communicate progress made to key CALM and community stakeholders.
- Dissemination of best DEIJ practices in organization policies and practices, in all realms of organizational management, including clinical service, quality assurance, human resources, finance, fund development and board management.
- Coordination of trainings and facilitated dialogue sessions on DEIJ topics with board and staff members, as needed.
- Engagement of agency-wide participation in DEIJ efforts and coordination of communication efforts, as appropriate.
- Maintenance of meeting minutes and reports on progress made on goals. The Committee will present progress and updates to CALM's SMT on a semi-annual basis.
- Annual review of the adequacy of this charter and recommendations for proposed changes.

Committee Structure and Membership

- The Committee will have 9-13 members, including representatives from CALM's staff and Board of Trustees.
- Membership will be diverse, with representation from the following constituencies:
 - Diverse personal identities, including race/ethnicity, gender/gender identity, sexual orientation, age, language, ability, etc.
 - Geographic diversity, including South County, Mid County, and North County
 - Professional roles in both clinical and administrative work
 - Individuals who hold formal and informal authority/leadership within CALM
- Members will be solicited from all CALM staff teams and from the Board of Trustees. Employees who are interested in participating will seek and obtain their manager's approval prior to engagement in the selection process. All interested candidates will submit a letter of intent (parameters will be provided) for review and ultimate selection by CALM's SMT.
- Members will serve a 12-month term on the Committee. Members who have already served a term may request to serve for up to two additional terms. Such requests will be considered by CALM's SMT in light of the members' expertise and commitment, and with consideration to providing the opportunity to other individuals with interest in serving on the committee.
- Employees may spend up to a maximum of five hours per month of paid time on DEIJ Committee work.
- CALM's CEO may serve on the Committee but will not serve as a Committee Co-Chair.
- In addition to the aforementioned committee membership, independent consultants with specialized knowledge and expertise in this work may be hired by CALM to assist the work of the committee.

Committee Roles and Responsibilities

- Committee members are expected to contribute:
 - Regular attendance at monthly meetings
 - Completion of action items in between meetings and timely response to request for information or assistance
 - Subject matter expertise in support of the DEIJ Committee's efforts
 - Research or written guidance regarding staff trainings, policy and program updates
 - Support for committee activities
 - Communication to their respective teams about the goals, accomplishments, and upcoming activities of the DEIJ Committee
- Meeting discussions shall be inclusive and collegial; recommendations shall be based on a majority of opinion.
- Co-Chairs will facilitate the DEIJ Committee:
 - Committee Co-Chairs will be elected by members of the committee.
 - Co-Chairs will serve 24-month staggered terms (i.e. one new co-chair selected each year).
 - Co-Chairs will schedule meetings, prepare the meeting agenda, facilitate meetings, and serve as Committee spokespersons as needed.
 - Co-Chairs are encouraged to foster future leadership by retaining the positions of 'past co-chair' and 'incoming co-chair' on the committee.
 - Co-Chairs will ensure consistent documentation and timely distribution of meeting minutes.

Charter Review: The Committee shall review this charter on an annual basis and revise as needed. Charter revisions will be reviewed and approved by CALM's SMT.