

ABE Justice, Equity, Diversity, and Inclusion (JEDI) Committee Standard Operating Procedure

Mission and Purpose

The overall goal of the ABE JEDI Committee is to uphold our association's commitment to be *"intentional about and assume accountability for fostering advancement and respect for diversity, equity, and inclusion for all students, faculty, and staff."* The purpose of the ABE JEDI Committee is to: 1) design and implement events that foster diversity, equity, and inclusion; 2) serve as a consultative body to the ABE Board and Standing Committees to ensure that all ABE-sponsored events meet the ABE's vision of inclusive excellence; 3) explore opportunities to provide ABE members with professional development in JEDI best practices; and 4) serve as a conduit to our ABE members to share and disseminate expertise in inclusive and equitable educational best practices.

ABE Mission

The Association of Biochemistry Educators (ABE) is a non-profit society of educators in the field of biochemistry from schools of medicine, pharmacy, and dentistry. We believe that basic science education, including Biochemistry, must be a cornerstone for the practice of modern healthcare. Our mission is to promote the critical foundational role of Biochemistry in healthcare education, foster innovation in Biochemistry education, and support the development of Biochemistry educators. Our core values for the ABE includes a passion for effective teaching in Biochemistry, communication and collaboration between educators and educational researchers, and the transformation of teaching of Biochemistry to educational scholarship.

Biochemistry educators must practice compassion, understanding, and effective communication. We believe that all health science educators have an obligation to their students, their profession, and to themselves to model the highest standards of professionalism. At the ABE, we are intentional about and assume accountability for fostering advancement and respect for diversity, equity, and inclusion for all students, faculty, and staff. We support our efforts with respect for the inherent dignity, worth, and unique attributes of every person. We value social justice and human rights. We embrace the diversity that composes our community including, but not limited to, age, race, ethnicity, national origin, gender identity, sexual orientation, marital status, religion, spiritual beliefs, socioeconomic background, abilities, political affiliation, to name a few. To bring to life our vision of inclusive excellence, we:

1. Accept the responsibility to support and graduate highly educated professionals who mirror the diverse and intersectional populations they serve, and who practice cultural humility, and
2. Acknowledge that we all have unconscious biases, but strive to improve ourselves by providing multidisciplinary, interprofessional and cross-cultural forums where we can openly and bravely discuss issues affecting medical science education and educators, and
3. Pledge to be part of the solution.

Committee Members & Structure

- The EDIC will be composed of 4 ABE members elected by an electronic ballot sent to all current ABE members. Elections will be held at the beginning of the calendar year.
- One ABE Board member will serve in the EDIC as a non-voting *ex officio*.
- Members will serve 2-year terms, with no term limits. The terms will be offset so that half the membership (2 members) will be up for election each year.
- The EDIC committee members will elect a chair and a secretary from within their group within two months after the announcement of the election results. The chair will not serve more than two consecutive 2-year terms as chair.
- If a committee member leaves the committee with more than one year left on their term, an open election will be held to replace them for the rest of that term. If there is less than one year left on their term they will not be replaced until the end of their normal term.

Policies and Procedures

- The self-nominations should include a statement of interest and DEI personal mission.
- The EDIC will have a conference call at least once every other month to discuss the development and launch of activities, with additional meetings at the discretion of the Chair as required.
- Quorum (>50% of voting members) must be present to vote on any motion.
- Motions will be passed with a majority vote; the ABE Board member will vote only to break a tie.
- Any ABE member can attend EDIC meetings (in person at the biannual meeting, by call-in, or video conference) but will not be able to vote.
- The secretary will record minutes and make them accessible via the ABE website to all ABE members.
- The EDIC Chair will designate one member of the EDIC to give oral committee reports at least quarterly at ABE board meetings, with the EDIC secretary providing a written report annually.
- Ad-hoc subcommittees can be formed as needed, which can contain members not in the EDIC, to develop and launch initiatives.
- Information released through social media channels should be reviewed by at least 2 members of the EDIC before publication/release on ABE official accounts.