

The Turtle Survival Alliance Foundation
Equity, Diversity, and Inclusion Advisory Committee Mandate
August 2020

Purpose: The purpose of the Equity, Diversity, and Inclusion Advisory Committee is to study, propose, and develop a schedule for implementing mechanisms that further foster a culture of equity, diversity, inclusion, and respect in the advancement of turtle conservation. The Committee will assist the Board members (Directors) of TSA to achieve its objective of creating a supportive, positive, and inclusive work environment for its employees, contractors, interns, volunteers, Directors, officers, and event attendees. The Committee will assist the Board of TSA to proactively promote equity, diversity, and inclusion for underrepresented groups, including but not limited to women, minorities, indigenous peoples and LGBTQ communities inside and beyond TSA, for the betterment of the greater turtle conservation community.

Composition and Member Qualification

Each member of the Committee will be appointed by the Board. The Committee will consist of a minimum of three people but does not have a maximum limit. Persons who are not Directors may be appointed as members of the Committee, but the majority of the Committee members must be Directors. Any member of the Committee may be removed or replaced at any time by the Board. Unless the Board otherwise agrees, a person who is currently a Director and who ceases to be a Director will then cease to be a member of the Committee.

With respect to the Committee:

- the secretary is the Secretary to the Board; and
- the Chair of the Board is an *ex officio* member of the Committee with the same rights and privileges as all other members of the Committee, including, for greater certainty, the right to vote, the right to be counted in determining the number required for a quorum, and in determining whether or not a quorum is present.

Meetings and Chair

A quorum for the purpose of making decisions at any meeting of the Committee is the presence in person or via tele- or videoconference of a simple majority of the total number of members of the Committee.

The Board, on the recommendation of the Committee, will appoint a member of the Committee to act as the Chair. The Chair must be a Director. The Chair will set meeting agendas and may

ask TSA officers, employees, or others to attend meetings. The Committee will keep minutes of each meeting of the Committee, a copy of which will be regularly provided to each member of the Committee and, on request, to any member of the Board.

Duties and Responsibilities

To fulfill its duties, responsibilities and objectives, the Committee will:

1. Stay current on best practices contributing to optimal equity, diversity, and inclusion.
2. Create a feedback mechanism with opportunities for staff, interns, contractors, volunteers, Directors, officers, and event attendees to provide feedback to the Chief Operating Officer, the Executive Director, the Governance Committee and the Board concerning organizational climate and culture. Examples might include(s): anonymous satisfaction surveys, staff forums, etc. This feedback will include reporting to the Chief Operating Officer, the Executive Director, the Governance Committee, Directors and officers on issues of culture, climate, equity, diversity, and inclusion in the organization, including recommendations and support regarding short- and long-term strategies to meet the organization's current and future needs.
3. Formulate recommendations for the development, modification, and implementation of policies and practices to promote equity, diversity, and inclusion efforts, e.g., TSA's Code of Conduct and Code of Ethics. These policies will aim to ensure that the TSA community, including staff, interns, contractors, volunteers, Directors, and officers, event attendees, and other stakeholders feel respected, included, and valued.
4. Make recommendations as to how TSA can invest in historically underserved demographics to provide opportunities to continually grow and strengthen the next generation of turtle conservationists. Make recommendations with respect to how the TSA can grow its ability to facilitate the inclusion of a diverse range of cultures, disciplines, stakeholders, and communities, e.g., expand the current travel grant program to afford more opportunities for greater equity, diversity, and inclusion in underrepresented groups to attend TSA and our partner's events.
5. Make recommendations as to how TSA can improve its cultural competency by enabling TSA staff, interns, volunteers, Directors, and officers, and event attendees to work across cultures, genders, disciplines, and world views to develop and implement creative conservation solutions integrating multiple perspectives.
6. Create professional development opportunities for TSA employees, Directors, and officers to deepen and develop better personal understanding of equity, diversity, and inclusion at a personal and an organizational level.
7. Identify opportunities for TSA to engage with its broader constituency to promote equity, diversity, and inclusion.

8. Serve as a communications vehicle across the organization by helping to develop standards for internal and external messaging to staff, interns, volunteers, Directors, and officers, and event attendees on committee activities and efforts.
9. Conduct a self-assessment each year in preparation for the annual meeting at which the Board of Directors elects directors and officers (currently August) summarizing committee effectiveness during the current year, describing accomplishments relative to developed goals, challenges, and barriers encountered during the period, and recommending solutions.