

Committee	Diversity, Equity & Inclusion Committee
Committee Charge	Ensure that NAMSS embodies all facets of diversity (inclusiveness, mutual respect, multiple perspectives, and equitable opportunities) so that all members, irrespective of race, ethnicity, nationality, cultural background, sexual orientation, gender identity, religion, age, income, physical and mental ability have equal opportunity to participate in NAMSS and thrive in the Medical Services Profession. Members of the DEI Committee will be appointed as ex-officio members to the Conference, Education, Membership and Mentorship Committees to ensure diversity, equity and inclusion are a focus for all activities.
Committee Goals/Responsibilities	<ul style="list-style-type: none"> • Evaluate current diversity within NAMSS membership; establish activities to increase diversity and inclusion within NAMSS membership • Provide access to diversity, equity, and inclusion resources and trainings for NAMSS members • Encourage and increase diversity within NAMSS volunteer and leadership opportunities • Engage with other NAMSS committees to ensure DEI is considered in all activities
Committee Composition	The Diversity, Equity, and Inclusion Committee is comprised of a chair, vice chair and seven to nine (7-9) additional members including a designated position for a Board Liaison upon appointment by the President-Elect.
Membership Term	All committee members, including the Chair, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). Terms run January 1st – December 31 st .
Expected Commitment	Time commitment expected for this Committee is 2- 4 hours per month including virtual meetings. Virtual meetings will be held monthly.
Selection/ Appointment	The Chair and Vice Chair are appointed by the President-Elect. Committee members are selected by the President-Elect with input from the committee Chair. Committee member selections are approved by the Board of Directors.
Committee Requirements	<p>Committee members must:</p> <ul style="list-style-type: none"> • Express a desire to serve, with a special interest in diversity, equity, and inclusion • Be able to carry out the work of the Committee, including work between and in addition to monthly meetings • Support and advance the NAMSS mission • Be active in the Medical Services Profession • Be able to work well with others • Create a safe space for open and respectful conversation • Make the necessary time commitment • Be a NAMSS member in good standing • Attend and actively participate in committee meetings • Not currently be serving as a State President or President-Elect • Not currently be serving as a NAMSS instructor

Roles and Authorities	<p>Make recommendations (to the Board):</p> <ul style="list-style-type: none"> • Diversity and inclusion initiatives <p>Provide input (to the Board and other committees):</p> <ul style="list-style-type: none"> • Educational programming, ensuring diverse representation • Membership recruitment and engagement opportunities • Member data collection and demographics reporting <p>Monitor and report on:</p> <ul style="list-style-type: none"> • Industry trends • Demographic information of NAMSS members
Staff Liaison(s)	Katie Carroll, Membership & Operations Sr. Associate kcarroll@namss.org / (202) 367-2416

Amended Date	Board Approval Date
10/29/2024	12/9/2024