**Committee Members - Diversity Policy and Practice**

1. *Studying and recommending policies for the operation of the office, programming for the students, faculty, and staff*
2. *Educational Awareness: Promoting programs which build individual awareness and understanding of diversity related issues among students, staff, and faculty.*
3. *Supporting activities and events which acknowledge and celebrate diversity across the school/School community.*
4. *Program Review-The EDAC assists EOD in conducting an annual evaluation of the impact of diversity programs in the departments and school as a whole*
5. *A credible voice on diversity matters for the school within a positive but pragmatic framework*

**The Role of EDAC Members**

* Provide advice to the Associate Dean for diversity on diversity matters with respect to the units they represent.
* Receive and review diversity progress reports from each unit of the school.
* Serve as an advocate for diversity agenda for the School.
* Provide support to the Associate Dean for diversity in implementing diversity mission for the School.
* Ensure that the units they represent are fully informed of the diversity development across the School. This is best done by monthly briefing to the department chairs.
* Lead diversity initiatives for the unit they represent. Ensure that each unit translates the School-wide Strategic Diversity Plan into action plan.
* Ensure that the diversity initiatives of their units are in harmony with the School direction as defined by the Strategic Diversity Action Plan.
* Attend a term meeting or ensure that someone attends on your behalf.
* Role of the Associate Dean for diversity - Serve as the chief diversity officer for the School.
* Implement the School Diversity Plan and monitor implementation progress.
* Brief the Senior Associate Dean/Dean on School-wide diversity matters.
* Work with unit and division leaders to ensure effective implementation of their action plans.
* Keep the EDAC well informed of diversity matters so that EDAC can provide effective advice.
* Promote School image with respect to diversity initiatives.
* Solicit resources to support implementation of diversity initiatives.
* Serve as the diversity educator for the campus.
* Provide overall coordination for all diversity initiatives for the School.

**The Role of the EDAC Chair**

* Ensure that the EDAC meets regularly, at least once a term.
* Work with EOD in planning EDAC agenda and meetings.
* Conduct all EDAC meeting.
* Ensure that each meeting is productive and focused.
* Brief the Dean on the effectiveness of the Committee and on diversity matters.
* Communicate regularly with the Office of the Associate Dean for diversity.
* Ensure that the EDAC manages its resources wisely and performs its functions effectively.