



Workforce and Diversity Committee – Charter

Preamble

AURA today is an organization of ~1,500 people spanning several continents. Our scientific mission covers both space- and ground-based night-time astronomy, as well as solar astronomy. The leadership team at AURA aspires to build a resilient, welcoming, inclusive, and creative work environment which serves the broad astronomical and solar communities.

We strive to become an exemplar of a 21st century organization committed to scientific, technical, and managerial excellence. To that end, AURA is committed to achieving a diverse workforce within its observatories and to promoting programs that will engage a diverse workforce for the future. AURA is also committed to nurturing an inclusive environment that supports the full participation and development of all AURA employees.

WDC Role

The overall goals of the AURA Workforce and Diversity Committee (WDC) are to work with AURA to **strengthen the participation from diverse groups** (including under-represented groups) within the AURA workplace, and **ensure an inclusive culture** within AURA that empowers all of its employees to participate in AURA's mission.

Achieving these goals will advance AURA's mission by building a strong workforce. This will also support AURA's funding agencies in their missions to create a diverse, globally-engaged science, technology, engineering, and mathematics (STEM) workforce. As AURA grows and evolves, so too will the WDC evolve: we envision a committee that includes—and partners with—AURA leadership to affect organizational change in AURA.

WDC Membership

Because this committee acts in partnership with AURA leadership, the AURA President serves as an *ex officio* WDC member; the AURA President may designate an alternate from the AURA Corporate Office to serve in this capacity.

Six External Experts will be invited by the AURA President (or their designee), with qualifications determined to match current needs of the WDC as articulated by the current roster of WDC members. External Experts provide external validation and knowledge of best practices, and work closely with HR and the Diversity Advocates.

Two members will represent the HR departments of AURA: one member from Space Telescope Science Institute to represent NASA-funded initiatives, and one member to represent NSF-funded initiatives. These Human Resources (HR) leaders are AURA's "change agents." The HR representatives are the key internal organizational experts when it comes to changing policies across AURA, both through implementation and through staff feedback.

Diversity Advocates will be designated to represent each AURA-managed Center* as well as AURA Observatory in Chile; these members will be appointed by the respective Center Directors, and for sites in Chile, in discussion with the Head of AURA Mission in Chile. A Center or AURA-O may designate multiple participants for their diversity and inclusion initiatives, but that Center retains only one vote should any votes be required. Diversity Advocates coordinate with Human Resources and outreach and educational activities that focus on diversity and workforce development.

The Committee may also elect up to two additional members to add particular expertise to its membership as it deems appropriate or necessary.

WDC Functions

1. Provide feedback to the AURA President the following workforce-related information to be generated by AURA.

- AURA workforce demographics (e.g., gender, race/ethnicity, etc. of center personnel)
- AURA governance demographics
- Changes over time for the above demographics

2. Provide feedback to the AURA President on a periodic basis re the following workforce-related topics.

- AURA workplace "climate" issues that could pose an impediment to diversity and inclusion
- AURA policies and "best practices" for recruitment, retention, etc.
- AURA and Center Workforce and Diversity goals to improve diversity and inclusion
- Actionable items such as strategic plan activities related to diversity and inclusion

3. Provide feedback to the AURA President on an annual basis re the following mission-related information to be generated by AURA.

- Demographics and activities that are pertinent to perceived bias in mission roles, e.g., Telescope Time Allocation Committees

* At this writing (28 September 2017), AURA is restructuring its Centers. Although the current Diversity Advocate definition is "Center" based, AURA may consider realigning DAs to be "site" based in the future.

4. Propose new initiatives or policies for consideration by the AURA President, based on current best practices.
5. Annually elect a WDC Chair and Vice Chair.
6. Draft a brief report to the AURA President at each meeting, using such processes as the WDC deems most effective.

WDC Logistics

TERMS. Elected members shall serve for staggered terms of three years and may serve no more than two (2) terms consecutively.

MEETINGS. The Committee will hold two regular meetings during the year at an AURA Center location. Between meetings, the Chair provides liaison with AURA leadership. Urgent matters can be handled by email or by conference calls at the option of the WDC Chair.

In addition, the WDC Chair will be invited to make a presentation at the AURA Annual Meeting, addressing both the Member Representatives and the AURA Board.

Diversity Advocates are encouraged to present brief regular status reports to the AURA Management Councils when they meet at the respective Centers.

QUORUM. A majority of Committee members shall constitute a quorum for the transaction of business.

VOTING. All actions taken by the Committee shall be by majority vote.