



## Equity and Inclusion Council – 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 21<sup>st</sup> century organization committed to scientific, technical, and managerial excellence. To that end, AURA is committed to achieving an inclusive environment within its observatories and to promoting programs and outreach that will engage a diverse community for the future. AURA is also committed to nurturing an inclusive environment that supports the full participation and development of all AURA employees.

### EIC Role

The overall goals of the AURA Equity and Inclusion Council are to:

- 1) Foster and sustain a highly qualified, diverse workforce drawn from all segments of society;
- 2) Cultivate a culture that encourages collaboration, flexibility, and fairness to empower individuals to contribute to their optimum potential and feel valued;
- 3) Fully integrate diversity, equity and inclusion into AURA's strategic mission through continued leadership, commitment and accountability.

Additionally, the Equity and Inclusion Council will focus on an inclusive workforce culture, provide advisement, counsel and recommendations regarding accountability for strategic plan goals and an assessment of the effectiveness of the organization's equity and inclusion efforts both internally and externally.

### EIC Membership

Because this committee acts in partnership with AURA leadership, the AURA Chief Diversity Officer serves as an *ex officio* member.

#### *Diversity Advocates*

Diversity Advocates will be designated to represent each AURA-managed center appointed by the respective Center Director. Diversity Advocates shall meet regularly with the Chief Diversity Officer, Center Director and Human Resources representative to assist in developing outreach



and educational activities. The number of Diversity Advocates appointed to represent a center will be as follows, unless modified at the discretion of the Chief Diversity Officer:

- NSF's National Optical Infrared Astronomy Research Laboratory (NOIRLab)- 4, including at least one Chilean National
- National Solar Observatory (NSO)- 2
- Space Telescope Science Institute (STScI)- 2

Diversity Advocates upon appointment agree to the following commitment and guidelines:

- a) Serve as the primary point of contact at your designated center for diversity, equity and inclusion, including the development, implementation and delivery of programs and activities related to these topics;
- b) Serve as a positive example of diversity in the workplace through actions and conduct that support equity, disrupts bias and discrimination, and partners with the Chief Diversity Officer in maintaining an inclusive workplace culture;
- c) Prepare reports on the diversity-related initiatives at your designated center for presentation and distribution at committee meetings;
- d) Consult, as needed, with the Chief Diversity Officer and/or center Director on issues related to diversity and workplace climate at your designated center that may require intervention or additional resources;
- e) With the support and approval of your direct supervisor and/or center Director; spend a minimum of three to five working hours per month on Diversity Advocate related initiatives in conjunction with your regularly scheduled job duties;
- f) Serve as Diversity Advocate for a duration determined by the Center and for no less than two calendar years.

### *Appointed Members*

The AURA President, upon the nomination of the Center Directors, Human Resources Directors and in consultation with the Chief Diversity Officer shall appoint members to the EIC within the following employment categories.

- (1) Astronomer
- (1) Engineer
- (1) Operations employee
- (2) Human Resources representatives
- (1) Corporate Office employee



### EIC Functions

The EIC will work to effectively communicate recommendations in several distinct formats based on the committee membership. Diversity Advocates are tasked with meeting with their Center Directors on a quarterly basis to provide advisement, recommend policy changes or implementation and receive senior level support to engage in diversity related activities. Additionally, Diversity Advocates will meet monthly with the Chief Diversity Officer.

Appointed Members are tasked with participating in all meetings of the EIC and providing professional expertise based on their lived experiences. Appointed Members should broadly build and share knowledge on diversity and inclusion successes and impact in the workplace to continually 'build the case' for inclusion. Additionally, Appointed Members should act as change agents for the organization by challenging the status quo, championing equity and inclusion, and promoting AURA's diversity mission throughout their respective professions.

### EIC Logistics

**TERMS.** Appointed members shall serve for staggered terms of two years and may serve no more than two (2) terms consecutively. Modified appointments may be made after the initial two-year appointments in July 2020 to meet the staggered term requirement.

**MEETINGS.** The Committee will hold no less than two regular meetings during the year at an AURA Center location or remotely. Between meetings, the Chief Diversity Officer provides regular liaison with AURA leadership. Urgent matters can be handled by email or by conference calls at the option of the Chief Diversity Officer. The Chief Diversity Officer 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.