



## **Diversity Equity Inclusion (DEI) Committee**

*Approved by the AAPS Board of Directors on 04/21/2021*

**Statement of Purpose:** The AAPS Diversity Equity Inclusion (DEI) Committee is a standing committee chartered by and reporting to the AAPS Board of Directors (BOD).

The committee's primary role is to advocate for pharmaceutical scientists from diverse backgrounds.

The DEI Committee's guidance assists the BOD with ensuring that AAPS is a welcoming organization to all scientists; provides a transparent, inclusive experience for all members; and creates equitable access to valuable, personal and professional development opportunities for all members.

The DEI Committee is charged with:

- 1) Surveying members about their experiences and needs in the DEI space related to personal and professional development.
- 2) Preparing reports for the BOD about AAPS' membership that draw on both internal and external benchmarking data to illuminate DEI challenges affecting AAPS members within the organization.
- 3) Reviewing AAPS nomination and selection processes for programs, products, and services that use volunteers, or that select members for recognition or opportunities, to assess whether these systems are supporting a diverse membership and providing inclusive and equitable access to members.
- 4) Advising the BOD on changes to nomination and selection processes in order produce a measurably more diverse membership with inclusive and equitable access to professional and personal development opportunities through AAPS.
- 5) Developing training for AAPS volunteers to ensure adherence to AAPS' core values as they relate to diversity, equity, and inclusion.
- 6) Recommending to the BOD goals, metrics, and a workplan to drive AAPS to become a more diverse, inclusive, and equitable association.
- 7) Monitoring progress against a BOD-approved workplan on DEI.
- 8) Appoint DEI liaisons to AAPS Committees as directed by the BOD or requested by AAPS Committees.

The committee operates in accordance with AAPS Bylaws for Committees.

### **Committee Composition and Terms of Service**

The committee is designed to advocate for scientists who find less representation of themselves in AAPS. As such, when selecting committee members, the BOD will consider members who possess: a diversity of educational and professional experiences and backgrounds; various levels of previous service in AAPS leadership; and special experience and training with DEI initiatives.

#### **The DEI Committee has 8–12 members, including:**

- Chair
- 8-9 members
- Staff liaison
- Board liaison appointed annually by the president
- Career Development Committee liaison
- Horizon Planning Committee liaison

The chair and committee members are drawn from the membership through an open Call for Volunteers.

**Requirements for All Committee Members:**

- Membership in AAPS at time of appointment and throughout service
- Experienced in exchanging information electronically and comfortable with collaboration platforms including the AAPS Communities
- Ability to convene online or in-person as appropriate to deliberate committee business
- Open view of DEI for all members, including by gender, race, age and other descriptors

**Desirable Experience:**

- Experience in AAPS volunteer leadership
- Experience implementing DEI-related initiatives
- Experience in management and leadership

**Terms of Service:** Full committee members are approved by the BOD with an initial term of 2 years. Full committee members may be approved for up to two total terms by the BOD.

**Out of Scope:**

The DEI Committee is an advisory group, and may not:

- Select speakers or sessions for AAPS virtual and face-to-face events, unless invited to assist by a programming committee, such as a Scientific Programming Committee or the Career Development Committee
- Select recipients of AAPS awards and honors, unless invited to assist by the Awards Committee or Fellows Committee
- Create AAPS Communities
- Evaluate AAPS staffing
- Edit or modify the AAPS Bylaws or other governance processes
- Edit or modify the AAPS Women in Pharmaceutical Sciences Community charter