

## Diversity and Inclusion Committee Charter

### **SOURCE OF AUTHORITY AND GOVERNING RULES:**

The Diversity and Inclusion Committee of the CPCU Society (the “Society”) is governed by the Society’s Bylaws and the Pennsylvania Not-For-Profit Corporation Law.

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### **CHARTER TERM DURATION:**

Ongoing

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### **OPERATIONAL ALIGNMENT:**

Works with the Society’s staff liaison.

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### **PURPOSE AND RESPONSIBILITIES:**

The Diversity and Inclusion Committee advances diversity and inclusiveness issues throughout the Society, placing value on all individuals and the different perspectives they bring. The committee is responsible for providing education and resources to help members gain the skills necessary to meet the needs of and reflect the diverse communities within the industry, their own organizations and the customers they serve. .

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### **DELIVERABLES:**

- Develop recommendation for an organizational diversity and inclusion policy. Once approved, publish and actively promote the policy.
  - Develop and provide education and resources to enhance and improve awareness of diversity and inclusion for all Society members, their organizations and the customers they serve;
  - Enhance cultural awareness and competency of members;
  - Serve as a liaison to CPCU chapters, interest groups and other components within the association to promote active diversity and inclusion participation;
  - Maximize opportunities for each individual to contribute to the organization’s goals by actively ensuring a fully diverse body of staff and volunteer participants in appointments to task forces, special projects, decision-making activities and leadership roles when possible;
  - Raise awareness of existing formal and informal barriers to diversity and inclusion within the Society and recommend changes to the Leadership Council; and
  - Increase recruitment, retention, mentoring and engagement of diverse members within the Society.
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### ACCOUNTABILITY:

- The Diversity and Inclusion Committee is a committee of the Leadership Council;
- Committee members meet virtually at least eight (8) times per year and in person at the Annual Meeting and Leadership Summit. The committee may also conduct some of its business by e-mail;
- A majority of the members of the Committee constitutes a quorum for the transaction of business, and the affirmative vote of a majority of those present is necessary for any action by the Committee.
- For succession planning, committee members are responsible for identifying qualified successors who are diverse and a good fit for the committee's purpose and goals.

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### DIVERSITY AND INCLUSION COMMITTEE LEADERSHIP:

The Chair of the Diversity and Inclusion Committee is appointed by the Society President, subject to approval by the Leadership Council. The committee chair, in collaboration with the staff liaison, is responsible for the overall direction and management of the committee.

Preference will be given to an individual who has served on the Diversity and Inclusion Committee, who has the support of their employer and has knowledge of Society structure and its volunteers.

The Chair, in collaboration with the staff liaison, will select a vice-chair. The vice chair will serve as the chair in the event the committee chair cannot attend or participate in a meeting. Selection of a vice-chair does not guarantee the individual will be appointed to the chair position when vacant.

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### COMPOSITION:

The Diversity and Inclusion Committee shall consist of a maximum of twelve members, including the chair and vice chair.

Members of the Committee are appointed by the Diversity and Inclusion Committee Chair, subject to approval by the Leadership Council. Vacancies in the membership of the committee shall be filled by the chairperson in collaboration with staff liaison.

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### TERMS:

The Diversity and Inclusion Committee Chair shall serve for a term of two years and is limited to one term as Chair. No member of the committee can serve more than a maximum of 4 years, including a maximum of two years as chair.

Committee member terms are two years, with the option to continue for two additional one year terms. No member will serve more than four consecutive years. A committee member may re-serve after being off for two years.

So that all terms do not expire at the same time committee member term expiration dates should be staggered.

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### SELECTION PROCESS AND QUALIFICATIONS:

Diversity and Inclusion Committee members are identified through an open call for qualified volunteers. Selection is based on the following qualifications.

- Must be a CPCU Society member in good standing;
  - Express interest to serve on the Diversity and Inclusion Committee;
  - Desire to expand diversity of the Society, its members and those working in the risk and insurance industry.
  - Must be a CPCU designation holder or an individual working towards their CPCU designation;
  - Must be able to self-fund attendance and registration to the Leadership Summit and the Annual Meeting; and
  - Able to work independently, as a team and virtually to complete deliverables as required by the Society.
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### REMOVAL OF COMMITTEE MEMBERS:

A Diversity and Inclusion Committee member including its chair and vice chair, may be removed at any time, with or without cause, upon (i) the affirmative vote of two-thirds (2/3) or more of the other Diversity and Inclusion Committee members, or (ii) the affirmative vote of a majority or more of the Council members present at a meeting of the Leadership Council where a quorum is present, provided that written notice of the intention to consider the removal of such committee member has been included in the notice of the meeting at which such removal will be considered.

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### APPROVAL:



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Jill D. McCook, CPCU, CLU, M.Ed., AIS, AIM  
2019 President and Chair, CPCU Society Leadership Council

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9/6/19

Date

September 20, 2019  
Leadership Council Approval