

## **Ohio Association for Behavior Analysis**

### **DEI Committee Chairperson**

#### **Position Description**

**Term:** Two years, but renewable without limit

**Estimated Time Commitment:** Approximately 10-15 hours per month

#### **General Overview:**

According to the OHABA Bylaws, the Diversity, Equity, and Inclusion (DEI) Chairperson serves as a chairperson to the Board and all topics related to Behavior Analysis and DEI. The DEI Committee Chairperson believes in the value of expanding and recognizing diversity in our membership. They strive to create an association that makes all members feel welcome and heard. The committee will also increase educational opportunities for members to improve understanding of how DEI impacts service delivery and access to care. The DEI Committee guides and supports other committees in considering the valuable impacts of diversity, equity, and inclusion for members and subsequently its application to service provision.

#### **General Responsibilities:**

- Forms and presents a Diversity, Equity, and Inclusion (DEI) Committee to the Board for approval.
- Hold four DEI committee meetings per year and submit meeting minutes to the Board 10 days prior to the quarterly board meeting.
- Prepare Board Report for meetings.
- Attend quarterly Board Member meetings and virtual collaboration meetings.
- Monitor and manage emails sent to the DEI Chairperson no less than on a weekly basis.
- Contribute to, facilitate, or lead one OHABA CEU event per year.
- Present modifications to the current provided committee budget within the first quarter of the fiscal year for that position or within one month of a specific event.
- Will review and make recommendations for updates to the strategic plan on a quarterly basis.

#### **Position Specific Responsibilities:**

- The Chairperson will attend all Program Committee meetings and participate in ensuring a diverse group of speakers and topics for the conference and that the board strives to be inclusive of diverse needs of the membership.
- The Chairperson will participate in the development of all educational opportunities and member activities to ensure that diversity, equity, and inclusion are centered in the planning.
- Coordinate with each committee chair to develop annual diversity goals and measurement systems for their committee, and the rest of the board.
- Support Board Member competency with annual cultural sensitivity goals (i.e. support OHABA's organizational growth in DEI and cultural sensitivity).
- Update OHABA members about DEI committee activities (e.g, quarterly or as needed)
- Disseminate information about ongoing professional development around diversity, equity, and inclusion. Works with the Treasurer to determine the annual DEI Committee budget to accomplish above goals.

