



Student DEI Advisory Committee Handbook

2022-2023 Season

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Purpose Statement

FIRST Washington and the Student DEI Advisory Committee acknowledges that systemic inequities exist in nearly all facets of our lives, including education, STEM industries – and our FIRST Washington programs. Our community provides rich perspectives and experiences that arise from racial, ethnic, socio-economic, sexual, gender, disability and religious diversity, and it is our mission to support an equitable and welcoming environment for all.

Selection of Leadership Roles

Leadership roles such as President, Secretary, and chairs will be sworn in at the beginning of the school year (September – October) and announced at least one month prior to the election date. We encourage all students interested in applying for a leadership role to attend the Committee Kick-Off meeting first, scheduled for September 28th, from 4:30pm – 5:15pm.

Elections

Elections for the 2022-2023 FRC season will take place on October 12th, from 4:30pm – 5:15pm.

- Rescheduling - If required, a reschedule will be announced no less than 1 week prior to the scheduled election date. Updates will be posted [HERE](#).

Students interested in leadership roles can self-nominate for the role of their choice. Each candidate will give a 3-minute speech regarding why they are qualified to fill the role.

If unopposed, the candidate needs two supporting votes to be sworn in. In the case of an opposition, we will take a full anonymous vote of committee members.

In the case of a tie, we will defer to the elected President to break the tie.

Order of Vote:

1. President
2. Secretary
3. Membership Chair
4. Education Chair

Each Leadership role will manage teams of committee members to help complete tasks.

Meeting Schedules and Standards

- Committee members are required to attend **75% of meetings.**
- Leadership Roles are required to attend **90% of all meetings.**
- Failure to meet attendance minimum:
 - **Committee Member** - The Membership Chair will provide 1 written warning (via email). If the student fails to attend the next meeting prior to receiving a warning, they will be removed from Committee communications and removed from the committee.

- **Leadership role** - The Membership Chair will provide 1 written warning (via email). If the student fails to attend the next meeting prior to receiving a warning, they will be removed from Committee communications and removed from the committee.
 - The Secretary will schedule a special election no sooner than 3 weeks and no later than 4 weeks after the Leadership role's removal.

Meetings are permitted to be held via ZOOM and scheduled via the *FIRST* Washington ZOOM account. This is to improve the Committee's geographical diversity and also help in the recruitment and retention of students who might otherwise have an access barrier in serving on the committee.

Committee Members

Committee members support the overall goals of the committee by focusing their efforts on specific topics and tasks. This is a great opportunity for students who have less time to give, but still wish to share their talents and perspective with the committee. The only requirement to remain a Committee Member is to attend at least 75% of meetings. This is not an elected position.

Committee Members should:

- Help communicate the goals and activities of the DEI Advisory Committee to their team, coach, and specific community.
- Update fellow team members, coaches and members on upcoming opportunities with the committee such as volunteer opportunities, surveys, events, and workshops.
- Volunteer as the DEI Ambassador at a minimum of ONE FRC event per season.

Leadership Roles

Students who fill leadership roles should be willing to participate fully and serve as an advocate for all the goals of the Committee. The idea is in the name – Leadership! These students should be willing to lead Committee Members and guide the advocacy of the committee.

President

Charged with providing leadership and direction to the committee, the President is responsible for ensuring that the committee fulfills its responsibilities for the governance and success. The Presidents is generally the spokesperson and should work to maintain key relationships within and outside the committee.

The President should:

- Be well informed of all DEI Student Advisory Committee activities and able to provide oversight.
- Be a person who can develop good relationships internally and externally.
- Be forward-thinking and committed to meeting the overall goals of the committee.
- Have a good working knowledge of the committee responsibilities, rules and duties of office bearers.
- Be able to work collaboratively with other committee members.
- Be a competent public speaker.
- Always hold the advancement of Diversity, Equity, and Inclusion as a primary goal of the Committee.

Specific duties include but are not limited to:

- Chair committee meetings ensuring that they are run efficiently and effectively.
- Regularly focus the committee's attention on matters of governance that relate to its own structure, role and relationship.
- Work with the committee to ensure:
 - The necessary skills are represented on the committee and a succession plan is in place to help find new committee members when required.
 - Goals and relevant strategic plans are developed in order to achieve the goals of the committee.
- Serve as a spokesperson when required.
- Communicate regularly and systematically with the *FIRST* Washington staff representative.
- Assist in the development of partnerships with other communities and *FIRST* organizations that are relevant to the goals of the committee.

Secretary

The role of the Secretary is to support the President in ensuring the smooth functioning of the Student DEI Advisory Committee.

The Secretary should:

- Be organized and able to manage complex schedules.
- Communicate regularly and clearly with committee members.
- Be time oriented and help keep meetings moving.

Specific duties include but are not limited to:

- Ensuring meetings are effectively organized and recorded.
- Liaising with the President to plan meetings.
- Receiving agenda items from committee members.
- Circulating agendas and information, ensuring all members are informed regarding committee happenings.
- Manage yearly committee calendar and deadlines.
- Schedule special elections if necessary.
- Track member attendance.

Membership Chair

The Membership Chair should recruit members from all facets of our *FIRST* Washington community and ensure membership is qualified to carry out the goals of the committee.

The Membership Chair should:

- Ensure that the member experience meets everyone's expectations.
- Be welcoming and encouraging to all prospective members and supportive of current committee chairs.
- Work closely with the president and secretary to plan membership drives and special committee meetings for prospective members.
- Set goals and always plan for the future.

Specific duties include but are not limited to:

- Recruit new committee membership throughout the *FIRST* Washington community that is representative of key tenants of DEI. This includes -
 - Racial, ethnic, socio-economic, sexual, gender, ability and religious diversity.
- Recruit new committee members to sustain the work of the committee beyond the current school year.
- Manage new membership submissions and onboard new members.
- Evaluate current membership and Leadership attendance, and make recommendations for changes when necessary.

Education Chair

The Education Chair will organize and promote educational opportunities related to the key tenants of DEI (Diversity, Equity, and Inclusion) at *FIRST* Washington events. This chair will ensure that educational resources are accessible to *FIRST* Washington students, coaches, mentors, and volunteers.

The Education Chair should:

- Hold teaching and educating at the purpose of their role.
- Stay knowledgeable and up to date on best practices of DEI and current DEI affairs (both locally, nationally, and globally).

Specific duties include but are not limited to:

- Provide monthly updates on topics related to DEI. This could include any updates regarding *FIRST* Inspires, *FIRST* Washington, Washington schools, politics, or more.
- Create educational opportunities at *FIRST* Washington events (specifically FRC).
- Coordinate the planning of educational opportunities at *FIRST* Washington events with the Volunteer Success & Engagement Manager.
- Coordinate DEI Ambassadors to attend at least 5 *FIRST* Washington FRC events.