



Inclusion, Diversity, Equity & Accessibility Committee Charter

I. Statement of Purpose

The IDEA Committee is an ad hoc committee of the Board of Directors helping the Board carry out its due diligence function related to creating an inclusive, diverse, equitable, and accessible public garden culture in which the contributions of all community members are respected. To support this work, the Committee shall serve in an advisory capacity to the Association's board and its staff in order to help promote a public garden culture free from discrimination. The committee's advisory work shall include, but not be limited to, strategic planning, relations with the IDEA Center for Public Gardens, Annual Conference planning, and any matters the CEO, the Board of Directors, or Association staff bring to the Committee.

II. Organization

1. **Charter.** This charter shall be reviewed and reassessed by the Committee during the Board President transition year. Any proposed changes shall be submitted to the Board of Directors for approval.
2. **Membership.** The committee will have six to eight (6-8) members.
 - The Committee Chair and Co-Chair are appointed by the Board President. Committee members will be appointed by the Board President in conjunction with the Committee Chair. The Committee Chair will serve for a term of two (2) years.
 - The Committee will be made up of a minimum of three (3) members of the Board of Directors, and a minimum of one (1) Association Liaison (non-voting). The Association Board President, the Association CEO, the IDEA Community Chair, and the Executive Director of the IDEA Center for Public Gardens will serve as ex-officio members. The number of board members on a committee must exceed the number of non-board members.
3. **Terms.** Committee Chair may serve one (1) term. Committee members may serve two (2) consecutive terms.
4. **Meetings.** The Committee shall set at least one (1) virtual meeting per quarter, throughout the year.
5. **Agenda, Minutes, and Reports.** Working in conjunction with Staff, the Committee Chair and Co-Chair will create an agenda and record minutes from each meeting. Minutes, along with any research findings or reports, will be sent to the CEO for distribution in the Board of Directors meeting packet.

III. Responsibilities

The principal responsibilities of the Committee are:

1. **Advisory:** the committee will bring forth recommendations and advocate for IDEA-related policy changes, programs, and actions to Association leadership. The advisory role will include, but not be limited to, strategic planning, relations with the IDEA Center for Public Gardens, and planning for the Annual Conference.