

Charter of the Diversity Management Council NASA Glenn Research Center

A. Committee's Official Designation

The official designation of this committee is the "Diversity Management Council of the National Aeronautics Space Administration (NASA) Glenn Research Center (GRC)."

B. Objective and Scope of Activities

NASA is an integral part of the federal government. To grow and continue to provide the services needed to create an open and inclusive workplace, the following serves as responsibilities of this committee:

- Provide counsel and advice to senior management and the Diversity Office on issues (short and long term) and challenges related to diversity.
- Establish and review the procedures, practices and activities that are in place to assure compliance and adherence to GRC's diversity policies.
- Provide input on the development and implementation of diversity management initiatives including: improving understanding of cultural characteristics and differences within the workplace; performing organizational assessments; serving as a change agent to improve the organizational culture; and supporting leadership development in the area of diversity management, and conflict prevention and resolution.
- Ensure diversity is considered in strategic management initiatives and that strategic planning is aligned with diversity management objectives and supports initiatives aimed at promoting diversity.
- Provide periodic reports to the GRC Director on diversity progress
- To engage, via the Diversity Office and with approval from the GRC Director, outside consultants, as it deems necessary and appropriate, to implement its responsibilities under this Charter.

C. Time Necessary to Carry Out Purpose

There is no sunset; this council will serve at the discretion of the Center Director.

D. Official to Whom Council Reports

The GRC Director

E. Agency Responsible for Providing Support

NASA GRC will provide the facilities and support staff necessary to conduct meetings of the Council. Council members will use their home organization charge code for Diversity Council activities.

F. Estimated Annual Operating Costs

Annual operating costs associated with supporting the Council functions will be estimated at the beginning of the each fiscal year and included in the Diversity Management Office budget.

G. Estimated Number and Frequency of Meetings

The Council shall meet monthly, at start up, and then move to a minimum of four (4) times per year. The Council is authorized to facilitate its work, through subcommittees, which shall report their activities and recommendations to the Council as a whole. It is anticipated that after the initial start up, the work of subcommittees can be supplemented through telephone calls, e-mail correspondence, and e-mail discussion lists. Recommendations of subcommittees must be reported to the Council as a whole, and once approved by this body proceed and/or be reported to the GRC Director.

H. Charter Review

The Council will conduct an annual review of the charter and via consensus make any amendments to the charter.

I. Membership

The Diversity Council shall consist of no more than twenty (20) individuals. Members of the Council shall be appointed by the GRC Director in consultation with senior management involved in the Council and the director of the Diversity Office. Members will be selected to balance the demographics of GRC, e.g., race, gender, work department, etc. Council members will serve a minimum of one (1) two-year term.

J. Chairperson

The GRC Director shall appoint the chairperson of the Council.

K. Deputy Chairperson

The GRC Director shall appoint the deputy chairperson of the Council.

L. Sub-Committees

Members shall serve on Council sub-committees. Council membership will establish sub-committees, which may be augmented, on a limited basis, as needed. Sub-committee chairs will be elected by sub-committee members.

M. Meetings

Meetings shall be conducted in accordance with Roberts Rules of Order. Records of the meetings shall be kept in the Diversity Office.