

Inclusion Committee Charter Document 2026

Purpose:

Our purpose is to foster a diverse, equitable, and inclusive culture within and beyond the Portland Executives Association.

Mission:

The mission of the Inclusion Committee is to foster an inclusive and equitable environment that attracts people from diverse backgrounds, values diverse life experiences and perspectives, and helps our members succeed in business.

Committee Composition:

We are the Portland Executives Association's *Inclusion Committee*. We are a volunteer group of members representing various businesses, divisions, and leadership levels that was established to advise the Portland Executives Association's Board of Directors on relevant programs and initiatives, with the goal of creating an inclusive and equitable association.

Inclusion Committee expectations:

- Work closely with the Board and Membership to ensure tight alignment with the Portland Executives Association's overall business strategy and to support and accelerate goals pertaining to furthering an inclusive culture.
- Work to successfully integrate relevant initiatives into the Portland Executives Association's mission, operations, strategies, and business objectives.
- Promote Association-wide communication about events, programs, guest speakers, and projects meant to increase education around current DEI issues, as well as related topics.
- Be a critical driver of real change, establish a dedicated focus on diversity, equity, and inclusion priorities, and manage the work.

Ground Rules: Adhere to the Code of Conduct

We not only accept but also celebrate our differences.

We exhibit mutual respect in all communications and actions.

We do not have to agree with the views and opinions shared, but we will listen with the intention of understanding them.

We expect and embrace discomfort as a sign of growth.

We speak our individual truths respectfully and responsibly.

We choose curiosity over judgment and seek solutions, not blame.

We do not question any member's intent and always assume the best in one another.

Inclusion Committee Roles:**Chair Responsibilities:**

The Chair facilitates monthly Committee meetings, serves as the primary liaison between the Committee and the Board of Directors, and collaborates with the Co-Chair to set meeting agendas. The Chair also represents the Committee at Association events and ensures alignment between the Committee's work and the Association's broader goals. The Chair position has historically been ongoing; however, the Committee may choose to implement term limits. In the event a transition occurs, the Co-Chair will assume the role of Chair as agreed upon by Committee members.

Co-Chair Responsibilities:

The Co-Chair supports the Chair in fulfilling Committee responsibilities and assumes Chair duties in the Chair's absence. The Co-Chair also leads the onboarding and integration of new Committee members. When a Chair vacancy occurs, the Co-Chair will succeed to the Chair position. A new Co-Chair will then be selected from among the Committee members on a volunteer basis, subject to agreement by the Committee.

Committee Membership & Governance:

Membership is open to all Portland Executives Association members in good standing. The Committee shall consist of no fewer than five (5) members. New members may join by expressing interest to the Chair or Co-Chair at any time. A member may resign at any time by notifying the Chair in writing. Quorum for decision-making purposes shall be a simple majority of active members.

Inclusion Committee Meetings:

The Inclusion Committee will meet once a month (meetings will be conducted virtually with agreed-upon in-person dates, currently the second Wednesday of each month), and times will be arranged by the co-chairs and Committee members.

To safeguard confidentiality, minutes will be limited to action items, deliverables, and outcomes. Committee members are encouraged to attend at least 75% of meetings.

The Committee Chair, or an assigned representative in certain situations, will serve as liaison to the Portland Executives Association's monthly board meetings, advising and informing the Board of Directors of the committee's efforts.

The Inclusion Committee will present an annual status report to the Board and the Membership at large.

Disclaimer:

All views and opinions expressed during meetings of, or in communications to, the Inclusion Committee by participating individuals are solely their personal opinions. The views expressed by these individuals are their own, and their appearance in connection with meetings, communications, or publications does not imply endorsement of them. Such views and opinions do not purport to reflect the views or opinions of Portland Executives Association, the Inclusion Committee, the individuals' respective parent companies or affiliates, or the companies with which the individuals are affiliated. Members remain subject to the current Code of Conduct at all times.



Amendments:

This Charter may be altered, amended, or repealed, and a new Charter may be adopted if the Inclusion Committee membership deems such action necessary.