

CAPITAL METRO DIVERSITY, EQUITY, AND INCLUSION COMMUNITY ADVISORY GROUP DRAFT CHARTER

1. PURPOSE and DEFINITIONS

This charter establishes the Capital Metro Diversity, Equity and Inclusion Community Advisory Group and sets forth its purpose, functions, membership and roles and responsibilities as an advisory body to the Diversity, Equity and Inclusion Officer who serves as the Agency Diversity, Equity, and Inclusion (D, E&I) Champion and the Director, Diversity, Equity, and Inclusion who serves as the Agency Owner of D, E &I programs, and initiatives.

Capital Metro defines Diversity, Equity, and Inclusion as follows:

- Diversity means who is at the table: A group of people with a variety of characteristics such as race, age, gender, ability status, nationality and mental well being
- Equity means removing barriers to getting to and remaining at the table. It is the active work of responding to bias, harassment, and discrimination so that outcomes are not predicted by any aspect of an individual's identity
- Inclusion is about ensuring that everyone feels welcome and belonging at the table by creating environments to bring people together to harness diverse perspectives to benefit all.

The key principles of Capital Metro's Diversity, Equity and Inclusion framework include:

- Demonstrated Leadership Commitment
- Employee Engagement and Open and Effective Communication
- Education, Awareness and Empowerment
- Demonstrated Commitment to Community Partnerships
- Shared Accountability and Responsibility
- Effective Measurements for D, E & I Progress

2. STRUCTURE AND MEMBERSHIP

A. Membership:

Capital Metro will select representatives of Austin area organizations that advocate for equity, social and environmental justice, diversity, and inclusion with connections to local historically marginalized or underserved communities. If original members leave the organization they are representing, Capital Metro will request the organization to nominate a replacement member.

A. Terms:

Members may serve unlimited terms as long as they represent the organization from which they were appointed.

B. Duties:

The Community Advisory Group will provide:

- Input and advice for the successful implementation of the Diversity, Equity, and Inclusion Program plan.
- Community guidance and opportunities for Capital Metro to have connections to the community on the implementation of the Program.
- Input on the creation and implementation of metrics and program evaluation.
- Expertise in areas of that of knowledge that members possess.

C. Meetings

The Advisory Group will meet quarterly beginning in March 2021 and then every three months thereafter. Meetings will be virtual until meeting in person is considered safe based on COVID-19 presence in the community.

D. Subgroups

The CAG may decide to form subgroups focused on particular elements of the D, E & I program based on interest and knowledge.