

SMART RECOVERY USA OCDEI COMMITTEE CHARTER

GENERAL COMMISSION

The Organizational Culture, Diversity, Equity, and Inclusion (OCDEI) Committee is an operational committee tasked with advising the Executive Director and Board of Directors on issues of culture, diversity, equity, and inclusion within the organization.

SMART RECOVERY USA's VALUES

- Empowerment – We are committed to the power of choice, offering stigma-free tools and communities for individuals to use as they make progress on their own goals to build a life beyond addiction.
- Equity – We see the value in every human being and are dedicated to identifying and transcending barriers to participation in SMART Recovery.
- Inclusion – We accept and appreciate our different ways of being and support one another with respect, encouragement, and compassion.
- Integrity – We are committed to being transparent and honest in our decision-making, aligning our actions with our words.
- Accountability – We strive to have a meaningful positive impact in the world. We set goals, encourage innovation, measure progress, and follow through on our commitments.

GROUP AGREEMENTS

- Be courageous.
- Communicate respectfully.
- Get work done between meetings.
- Provide equal opportunity for all to participate.
- Listen with the intent to hear rather than to respond.
- Speak from and listen with a recognition of the limitations of our own lived experiences.
- None of our individual experiences will be shared outside of the group with others.

SPECIFIC COMMITTEE CHARGES

- Help create a culture that can attract and retain diverse employees, volunteers, and participants.
- Engage and support underrepresented groups in the SMART Recovery community by creating opportunities for education, being an advocate, and providing tools for success.
- Identify opportunities for and threats against diversity, equity, and inclusion within SMART Recovery USA (SRUSA).
- Offer suggestions to the SRUSA Executive Director and Board of Directors on how SMART Recovery programs, training, services, and culture can be improved to better serve diverse communities.
- Manage an OCDEI section in the monthly newsletter to the SMART Recovery community.

APPOINTMENTS AND COMPOSITION

- The Committee may be comprised of between 10 and 15 members, including:
 - 4-9 Volunteers that are in good standing with SRUSA. Preference will be given to volunteers with at least 2 years of active involvement in the organization.

- 4 Employees (at least 2 non-management) that are in good standing with SRUSA.
- 2 Board Members that are in good standing on SRUSA Board of Directors.
- The initial Committee members following the adoption of this charter will be appointed by the current Co-Chairs, based on submitted applications, and in consultation with existing committee members.
- Subsequently, Committee members will be elected by a majority vote of then-current Committee members based on submitted applications.
- The Committee shall have two Co-Chairs, who will be appointed by majority vote of the Committee.

TERMS

- Committee members serve renewable two-year terms.
- All Committee members, including the Co-Chairs, can serve no more than four consecutive terms.
- After at least a one-year hiatus, previous Committee members can rejoin for renewable two-year terms not to exceed four consecutive terms.

RESPONSIBILITIES

- Develop and maintain a strategic plan for strengthening SMART Recovery USA's culture.
- Develop and present an annual work plan to the Executive Director at the start of each year.
- Analyze the need for, develop, and conduct ongoing training and development activities for SMART Recovery USA Board members, employees, and volunteers regarding issues of culture, diversity, equity, and inclusion.
- Plan webinars and educational activities to execute the Committee's strategic plan.
- Contribute monthly to the SRUSA volunteer newsletter.
- Conduct a Committee self-assessment every two years, reviewing current best practices and making changes to the Committee's structure and practices, as needed.
- Periodically review the criteria for membership, including specific expectations for member participation and contributions.
- Continually identify potential candidates for membership; recruit and nominate prospective members.

COMMITTEE MEMBER EXPECTATIONS/COMMITMENT

- The Committee meets monthly, scheduled according to Committee members' availability.
- Work groups meet between Committee meetings to make progress on tasks on the Committee's plan.
- Members are expected to attend and actively participate in committee and work group meetings (at least three hours per month).
- Members are also expected to attend and participate in Committee-sponsored events and trainings, whenever possible.
- In return for their commitment, Committee members can expect to gain awareness, knowledge, skills, and experience related to:
 - Organizational Culture, Diversity, Equity, and Inclusion
 - Appreciative Inquiry
 - Strategic Planning
 - Conflict Resolution
 - Networking and Relationship-building

- We also expect that the members of this Committee will establish meaningful connections to one another that will endure beyond their Committee involvement.

TIMEFRAMES, REPORTING AND DEADLINES

- The Committee will typically meet monthly at the call of the Committee Co-chairs.
- The Committee shall keep minutes recording topics discussed and actions taken at all meetings, which will be regularly approved at the immediate subsequent meeting of the Committee.
- The Committee Co-chairs shall present reports as agenda items at Board meetings, as needed, including matters that require Board discussion and approval.
- Co-Chairs will attempt to have the meeting agenda distributed a week prior to any scheduled meeting. To facilitate this, Committee members should submit agenda items to the Co-Chairs at least 8 days prior to the meeting.

QUORUM

One more than 50% of the Committee members must be present to constitute a quorum for each meeting. If a quorum is not present, the meeting may not occur.

VOTING

Assuming a quorum is present, actions at meetings are approved by a majority vote of the Committee members present. Each Committee member has one vote.

EXPENSES

Unless otherwise approved, Committee members are responsible for their own expenses related to Committee participation. All meetings will be held online.

COMMITTEE MEMBER REMOVAL OR RESIGNATION

Any member of the SRUSA OCDEI Committee may be removed by the Co-Chairs and Executive Director with cause. Resignation from the Committee shall be made in writing to the Committee Co-Chairs with a copy to the Executive Director.

Version	Date	Author(s)	Rationale	Result
1.0	August 2023	J. Hilbert, C. Alicia, P. Rubinas	Development	