

## **POSITION DESCRIPTION: DIVERSITY, EQUITY & INCLUSION**

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**Definition:** The diversity, equity & inclusion position on the AFSCME Local 328 executive board serves as a link between our union and the diverse populations within the membership. The DEI chair manages a committee of around ten people.

### **Required Duties:**

- Attend monthly executive-board meetings and submit a monthly report
- Chair monthly DEI meeting
  - Determine make-up and activities of committee
  - Prepare an annual budget
- Assess Local 328's policies and procedures with a focus on racial justice
- Organize annual DEI trainings for the executive board
- Coordinate with the chief steward on DEI trainings for stewards
- Track any incidents of harassment and discrimination within Local 328
- Build partnerships with OHSU's employee resources groups
- Act as a liaison between Local 328 and the various Oregon AFSCME caucuses
- Notify ICC chair of events and activities for advertisement to the membership
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

### **Suggested Activities:**

- Coordinate with the ICC to publicize important months and holidays
- Coordinate with the education and training chair to offer DEI education to members
- Coordinate with the community liaison on related events (e.g., Good in the Hood festival, Pride parade)
- Track incidents of harassment and discrimination of our bargaining-unit members at OHSU
- Build partnerships with equity organizations in the community (e.g., CAUSA, NAYA, Q Center)
- Organize educational movie nights and book clubs
- Invite social-justice leaders to speak at union events
- Organize affinity spaces for members

### **Budget Considerations:**

- Flyers
- Release time
- Contributions (e.g. OHSU ERG partnerships, equity organizations in the community)
- Trainer/facilitator fees
- Translation costs
- Mileage

**Support:** The Local 328 diversity, equity & inclusion chair will receive a monthly incentive payment per the Executive Board Incentives policy.