

NATIONAL COUNCIL ON FAMILY RELATIONS INCLUSION AND DIVERSITY BOARD COMMITTEE POLICIES AND PROCEDURES

The Board of Directors of the National Council on Family Relations (NCFR) approved the following Inclusion and Diversity Board Committee Policies and Procedures effective October 6, 2011. Revisions were approved by the Board of Directors on June 27, 2015; September 3, 2015; May 22, 2016; October 5, 2017; June 20, 2018; September 2, 2021.

- 1. PURPOSE:** The purpose of the Inclusion and Diversity Board Committee (IDC) is to (a) identify the inclusion and diversity strengths, issues, and opportunities within NCFR; (b) develop strategies and plans to examine ways in which we include and exclude (however unintentionally) NCFR members; (c) systematically examine aspects of NCFR to enhance its effectiveness and ability to grow and meet the needs of its diverse membership; and (d) respectfully celebrate and document the successes of inclusivity approaches.
- 2. FUNCTIONS OF THE INCLUSION AND DIVERSITY COMMITTEE:**
 - (a) examine programs, activities, policies, publications, and practices to determine intentional or unintentional exclusivity; (b) make recommendations to the NCFR Board regarding best practices for inclusive and diverse organizations; (c) engage members in scholarly dialogues related to IDC matters; (d) raise member concerns about inclusion and diversity to the Board; and (e) make recommendations to the Board in external messaging.
- 3. RELATION TO THE NCFR BOARD OF DIRECTORS:** The IDC is a committee of the NCFR Board and works in consultative partnership. One member of the NCFR Board will serve as a non-voting member on the IDC at all times. The Board Liaison will communicate directly with the NCFR Board on a routine basis. The IDC and the NCFR Board will meet face-to-face at least one time per year.

All decisions and recommendations of the IDC to the NCFR Board will be by majority vote of IDC members. The NCFR Board will review all recommendations, and, speaking with one voice, determine types of actions to be taken.
- 4. MEMBERSHIP, OFFICERS, AND TERMS OF OFFICE:** The IDC shall consist of six active members, and one Student and New Professional Representative elected by the voting membership, plus one nonvoting member of the Board of Directors. Terms of office for IDC members shall be staggered so that each year two new members are elected to three-year terms. The Student and New Professional Representative will serve a two-year term.

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The Elections Council shall nominate the candidates for the open offices. The Elections Council will work to nominate a slate of diverse candidates as described in Appendix A.

At the end of the Annual Conference, the IDC shall designate the committee members who will be entering their final term of office to serve as Co-chairs. IDC members will determine their own process for selecting the liaison to the Annual Conference Program Planning Committee at each annual meeting. Committee members may be re-elected after being off the committee for one year.

The members of the IDC shall consist of the following elected officers serving two or three-year terms:

- A. Members-at-Large (6) – Three-year terms
- B. Students and New Professionals Representative (Liaison to the SNP Leadership Council) – Two-year term
- C. Liaison to the NCFR Board – NCFR Board member (Non-voting)
- D. NCFR Staff member (Non-voting)

COMMITTEE MEMBER RESPONSIBILITIES

- A. **Co-chair:** The co-chairs shall be the official representatives of the IDC in the activities of NCFR. The co-chairs shall preside at all meetings and shall call special meetings when necessary.
- B. **Co-chair-elect:** The responsibility and authority of the Co-chairs will devolve upon the Co-chairs-elect if the Co-chairs become unable to fulfill the role as described within.
- C. **Members-at-Large:** Members-at-Large will serve to assist IDC to respond to the needs and desires of NCFR members. The Members-at-Large will help the committee send updates on the work of IDC via webpage postings, NCFR Reports, and other effective venues of communication. The Members-at-Large will provide information and suggestions to IDC, ensuring that information is documented via a report.
- D. **Students and New Professionals Representative:** The Students and New Professionals Representative shall act as a liaison between the IDC and the Students and New Professionals Leadership Council and all Student and New Professional members.
- E. **IDC Liaison to NCFR Annual Conference Program Committee:** The IDC liaison member will attend the program committee meetings. The IDC liaison shall collaborate with the Chair and members of the program committee. The liaison will provide information and suggestions to IDC, ensuring that information is documented via a report.

- F. **All IDC Members:** All committee members are expected to participate in all conference calls and face-to-face meetings; review all materials prior to meetings; and complete responsibilities as assigned.

5. ELIGIBILITY FOR NOMINATIONS

- Current membership in NCFR
- Knowledge and/or experience in areas reflecting broad trends in human development, family science, marriage and family practice, sociology, and related professions.
- Knowledge and/or experience in leadership roles through Sections, Affiliate Councils, Elections Council, conference planning, publishing, public policy, or other committee work.

Attention to aspects of diversity as listed in Appendix A will guide the nomination process.

- 6. RESIGNATION OR REMOVAL FROM OFFICE:** Each member is expected to fulfill responsibilities as assigned, participate in conference calls, attend agreed upon meeting(s) during the NCFR Annual Conference. If an officer determines they are unable or unwilling to continue in said position or to complete the term of office, then they may resign from office. An officer or a member may be removed prior to the end of their term for (a) failure to meet these responsibilities and/or (b) violations of the IDC Guiding Principles. Removal requires an affirmative vote of two-thirds of the other members on the IDC for failure to meet these responsibilities.
- 7. VACANCIES:** If a vacancy occurs on the IDC the IDC will seek a replacement that helps maintain balanced representation of NCFR's diverse membership. The vacant position may be filled using two approaches respectively: (a) the runner-up to the vacant position may be asked to fill the position or (b) a committee member completing their three-year term on the IDC would extend their tenure by one year.

Appendix A: National Council on Family Relations' Definition of Diversity

NATIONAL COUNCIL ON FAMILY RELATIONS' DEFINITION OF DIVERSITY: Diversity is a descriptive term that illuminates the variety of backgrounds and contexts that are experienced by NCFR's leaders and members. Diversity is dynamic and continues to evolve over time. Respect for diversity requires openness and a sense of curiosity about all groups.

Embracing diversity means acknowledging that all groups do not live in the world in the same way. Diversity provides a lens for understanding (a) disparities of power, privilege, and access as well as the (b) exclusion of marginalized groups. The lens can also reveal that some groups are diminished by invisibility or a lack of recognition. In addition, diversity focuses attention on the strengths, wisdom and competencies of different individuals, couples, families, groups, and societies.

Aspects of diversity include but are not limited to:

- Ability and disability
- Age
- Bilingualism and multiculturalism/English language learners
- Body size and condition
- Customs and traditions
- Educational, disciplinary, or career status
- Ethnicity, race, national origin, or cultural identity
- Gender, gender identity, and gender expression
- Geographical background and location
- Indigenous or immigration status or identity
- Marital status, relational status (including singlehood), and family structure or identity
- Objective and subjective worldviews and standpoints
- Political ideologies and affiliations
- Religion/no religion, spirituality and affiliations, and faith
- Sexual orientation, identities, and expressions
- Socioeconomic status, residential status, social class, employment, and national service

[Note: The aspects are listed alphabetically, but not in any order of priority.]

NCFR realizes that various aspects of identity and recognition continue to emerge over time. Thus, this list will likely be expanded as emergence occurs. The enhanced understanding of diversity and inclusion in National Council on Family Relations guides us to greater excellence in scholarship, research, practice, and outreach to the larger societies.

Appendix B: National Council on Family Relations: Guiding Principles for Inclusion and Diversity

The National Council on Family Relations values the diversity of its membership, which is shaped by our historical, cultural, economic, and social contexts. This diversity strengthens our research, scholarship, and practice. We urge the expansion of our work to focus on how inclusion and diversity enlightens and informs NCFR. We understand that achieving inclusion and diversity is a process that requires ongoing commitment and active work. We will be an excellent organization when we also strive to become an inclusive organization which honors, respects, and values every member. (May 22, 2016)

In our striving to increase inclusion and diversity NCFR is committed to the following principles. NCFR will:

- Infuse inclusion and diversity into all aspects of our mission, governance, and professional practices.
- Increase the diversity among the NCFR membership to more broadly reflect our worldwide communities.
- Address the concerns and promote the strengths of under-represented groups.
- Encourage staff and Board members to embrace commitment to inclusion and diversity.
- Address the relevant concerns in the United States at the local, regional, and national levels.
- Increase cultural, international, and global awareness and understanding among the leadership and membership in order to enhance competencies in programming and publications.
- Encourage collaboration and knowledge exchanges among colleagues throughout the world.