

## Joining The Inclusion Circle as an Executive Committee Member

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### What is the purpose of The Inclusion Circle?

**Our Purpose:** To drive diversity, equity and inclusion (DEI) across workplaces and communities.

**Our Mission:** To provide an inclusive and collaborative community for individuals and organisations. Promoting thought leadership, practical advice, and insights into new and progressive opportunities to advance DEI practice within the workplace and beyond.

### Executive Committee Structure

The Executive Committee is made up of a President, Vice President, Treasurer and up to 8 other Executives. As stated in the Constitution, the minimum number of Committee members is 7 and the maximum is to be fixed by the Committee but may not be more than 11 (unless the Association in general meetings resolves otherwise.)

### Why join the Executive Committee (ExCo)?

There are many benefits to joining The Inclusion Circle Executive Committee. Primarily, it is a unique opportunity to be part of a community driving change across Australian workforces, sharing research and practical, accessible, practitioner best practice in DEI.

In addition, you will:

- build and diversify your professional network
- be part of a community – the Executive Committee work together as a collegiate unit to service and support both the DEI and business communities
- share your knowledge, experience and lived experiences by contributing to forum topics, sourcing presenters, and running forums (usually one per annum)
- continue to grow as a practitioner by developing your own professional knowledge and capability in DEI and
- gain professional development and experience in the management of a non-profit organisation and contribute to the future direction of The Inclusion Circle.

## **What are the responsibilities of the Executive Committee?**

The Executive Committee work collaboratively to support HR and DEI practitioners and the broader business community, to network, share best practice and to learn from industry experts. The key responsibilities of committee members include:

- Holding active membership with The Inclusion Circle either as an individual or through the organisation you work for
- Representing The Inclusion Circle's best interests and helping to grow the membership base
- Attending meetings (up to 1 hour each) either in person or virtually, approx. one week prior to a forum
- Attending and contributing to The Inclusion Circle forums (2 hours each, up to 7 times per year) including the end-to-end organisation of a minimum of one (1) forum per year
- Attending all The Inclusion Circle social networking functions
- Contributing to content development of The Inclusion Circle's annual forum schedule and social media posts
- Proactively promoting The Inclusion Circle through social media; your organisation or personal networks
- Building and developing relationships with your allocated The Inclusion Circle members to help them understand the benefits of their membership and how they can actively engage to further their own DEI strategies
- Supporting other committee members with administration and help as required (a maximum of 2 hours per month) and
- Bringing to ExCo's attention to any problems or issues.

*Time commitment: approximately 1 day per month*

## **Executive Committee – Constitution rules**

Executive Committee members may only miss up to 2 meetings per year of the 7 scheduled in order to honour the commitment to The Inclusion Circle and fellow committee members. From minutes 23 October 2012 2.6 NEEOPA/The Inclusion Circle Executive membership: A precedent was set in regard to Executive Committee members, and when they leave their current organisation, they will then need to join as an individual member, unless the original organisation member wishes to replace the position on the executive.

In addition to the ExCo members there are three (3) Office Bearer positions with additional responsibilities, these include:

### **President**

The President takes a lead role in ensuring the committee work collaboratively together to plan, implement, and work towards the associations short, medium, and long-term strategy. In addition, the President is also responsible for:

- Meeting with ExCo to assess the direction of the association and ensure it is in line with The Inclusion Circle stated mission and Constitution
- Taking a lead role when dealing with key stakeholders, regulators, and Government
- Managing the relationship with Sponsors, Event hosts and Partners
- Preparing the President's statement for the AGM and ensuring the AGM process is run in accordance with the Constitution
- Overseeing budgets and ExCo team, and
- Directly managing the Membership Engagement Coordinator.

*Time commitment: approximately 3-4 days per month*

### **Vice President (VP)**

The VP role supports the President in the duties above. The VP should be able to stand in for the President and perform the duties above at short notice. The VP is to have monthly progress meetings with the President.

The VP is also responsible for:

- Overseeing the operational and administration aspects of The Inclusion Circle
- Supporting the Membership Engagement Coordinator, and
- Ensuring The Inclusion Circle operates within the scope of the Constitution.

*Time commitment: approximately 1-2 days per month*

### **Treasurer**

The Treasurer is responsible for overseeing the financials of The Inclusion Circle including:

- Developing and maintaining the annual budget for The Inclusion Circle and creating long-term projections based on needs and upcoming capital projects
- Maintaining an efficient system of policies that adequately control treasury activities
- Ensuring sufficient funds are available to cover operational and capital investment needs
- Handling receipt, banking and protection of company funds, securities and financial products
- Advising Office Bearers and Executive of cash positions, and
- Preparing financial reports, approving expenditure and preparing a treasurer's statement for the AGM.

*Time commitment: approximately 1.5 days per month*

## Media & Communications

As a non-profit organisation, The Inclusion Circle relies on the support of the Executive Committee to promote its purpose and outcomes. To help achieve this, there is an expectation that each committee member will:

- Post at least once in the month to [The Inclusion Circle LinkedIn Group](#) and/or provide content for twitter. You may choose to do this directly or email [info@theinclusioncircle.org.au](mailto:info@theinclusioncircle.org.au) and we will post on your behalf
- Endorse/promote The Inclusion Circle at diversity related forums you attend or speak at; and
- Promote The Inclusion Circle to your network to continue building the membership base.

If you are interested in becoming a committee member and have further questions, contact Kathleen Cullen, The Inclusion Circle Membership Engagement Coordinator, email: [info@theinclusioncircle.org.au](mailto:info@theinclusioncircle.org.au)