

Society for Range Management

Diversity and Inclusion Committee Handbook

I. Background

The leadership of the Society for Range Management (SRM) formed a Diversity and Inclusion Task Force (DITF) in 2016 to address diversity and inclusion within SRM. One of their recommendations at its conclusion in February 2020, was the creation of a Diversity and Inclusion Committee (D&I) that reports directly to the Board of Directors. The Diversity and Inclusion Committee was established by the SRM Board of Directors in July of 2020 to assess, promote, and enhance diversity and inclusion in SRM.

II. Mission Statement

The SRM Diversity and Inclusion Committee's mission is to support the Society in upholding and advancing SRM's diversity and inclusion statement, which follows:

SRM welcomes, encourages, affirms, and values the participation and inclusion of all individuals with an interest in rangelands regardless of race, color, religion, gender, age, sexual orientation, national origin, culture, educational status, disabilities, emerging ideas and perspectives, or socio-economic status. We vigorously strive to eliminate implicit bias and reject discrimination and stereotyping within the society by proactively fostering tolerance, mutual respect, and multicultural awareness and competency by actively promoting inclusion in membership, education & training, competition, leadership, committees, staff, and all other areas of SRM activity.

III. Committee Functions

- 1) Provide recommendations to SRM's Board of Directors and other committees related to diversity and inclusion, including policies, guidance, training and practices that increase participation and inclusion of all SRM members.
- 2) Foster and provide opportunities for all members to develop productive and meaningful relationships.
- 3) Provide all members with the opportunity to be heard and express concerns and opinions relating to diversity and inclusion.

IV. Membership and Leadership Structure

The SRM Diversity and Inclusion (D&I) Committee shall consist of a Chair, Chair-Elect and 6-9 voting members.

1) Chair:

- a) Leadership of the D&I committee is provided by the Chair.
- b) The Chair-elect transitions to the Chair after one year of service on the committee. In case of a vacancy in the Chair-elect position, the D&I Committee can make recommendations to the President or designee for this position; individuals may also volunteer to serve.
- c) The Chair will serve for a one-year term.
- d) Duties of the Chair:
 - i) Provide overall leadership and direction of the D&I Committee.
 - ii) Develop and/or coordinate development of meeting agendas.
 - iii) Preside at meetings or appoint a committee member to preside over meetings.
 - iv) Provide the SRM Board of Directors and SRM Headquarters assistance, advice, committee action and program direction for D&I affairs of the SRM.
 - v) Appoint members to tasks or activities, if needed.
 - vi) Provide a roster of nominees for committee membership to the SRM President at the end of their term.
 - vii) Ensure an annual committee report and budget request are submitted to the Board of Directors.

2) Chair-elect:

- a) The Chair-elect will be appointed by the SRM President or designee.
- b) The Chair-elect will serve a one-year term and transition to the Chair position at the conclusion of that term.
- c) Duties of the Chair-elect:
 - i) Assist the Chair with delegation of tasks and reporting to the SRM Board of Directors.
 - ii) Assist in leading meetings when needed.
 - iii) Lead meetings should the Chair be absent.
 - iv) Ensure all committee meeting minutes are archived with the SRM.

3) Committee Membership:

- a) The D&I Committee members will be appointed by the SRM President or designee.
- b) Members will serve two years before being up for re-appointment. Half the voting members will be up for re-appointment in even years and the remaining half will be up for re-appointment in odd years. Alternates will be considered to replace the D&I committee members. The number of voting members will be no less than 6 and no more than 9.
- c) Duties of Committee Members:
 - i) Provide input on issues to the Chair, Chair-elect and other members to the Board of Directors
 - ii) Discuss and vote on issues and recommendations.
 - iii) Assist with committee activities and tasks.
 - iv) Identify, invite and mentor one alternate to assist with committee tasks and activities.

4) Alternate:

- a) Each voting member is required to have an alternate. All alternates must be members of SRM in good standing.
- b) Alternates will be considered for appointment to D&I Committee voting positions.
- c) Duties of Alternates:
 - i) Provide feedback on issues raised at meetings.
 - ii) Assist with committee activities and tasks.
 - iii) Will vote only if their voting member is absent from the committee meeting.

5) Advisors:

- a) An advisor can be from any background that will provide constructive criticism for the committee. While there is no maximum number of advisors, the committee must have at minimum one advisor from the ranching community. Additional advisors will be determined as needed by the committee and are encouraged to be from a broad range of disciplines, lived experiences, or other diverse backgrounds.
- b) Advisors will:
 - i) Provide feedback and guidance on issues raised at meetings.
 - ii) Attend committee meetings and give advice on proceedings.

6) Subcommittees:

- a) Committee tasks and activities are regularly accomplished by subcommittees. Subcommittee members will be appointed by the Chair, as needed. These subcommittees may be made up of both voting members and alternates.
- b) Duties of the subcommittees:
 - i) Provide updates and reports as requested by the chairperson and members.
 - ii) Make progress on designated tasks and activities deemed important by the D&I Chair and membership.
- 7) Relationships with Other SRM Committees:
 - a) The D&I Committee is available to other SRM Committees for support, collaboration, and recommendations.

V. Management of Committee

- 1) Organizational Structure in SRM:

The committee is placed under the Administrative Division of the SRM. The committee Chair may request a different organizational structure from the Board of Directors with committee approval. Structural change requests will not occur more than once in two years.
- 2) Meetings:

Meetings will be held quarterly at a minimum. More frequent meetings can be held as directed by the Chair. Meetings can be held in-person or remotely (e.g. on Teams, Zoom, teleconferencing). All members and alternates must be notified at least 24 hours before a meeting takes place of the time or location changes. In-person meetings must have alternative options for joining the meeting. The Chair and/or Chair-elect will guide meetings. All meetings are open to all SRM members and will be posted on the committee website.
- 3) Communication:

The main form of communication outside of meetings will be via email. The Board of Directors liaison to the committee will be included in all email communications pertaining to the committee and its business.
- 4) Reports and Documentation:
 - a) The committee will keep meeting minutes and archive them with the SRM.
 - b) The committee will review and comment on statements from a Section, Chapter, or an active member, regarding rangeland matters or other interests deemed appropriate by the committee.
 - c) The committee will review and comment on statements presented by the Board of Directors and Advisory Council.

- d) The committee shall consider and prepare statements for presentation to the Board of Directors. The Chair and Chair-elect will be present during deliberations and will be prepared to support such statements.
- e) The committee will submit an annual committee report and budget request to the Board of Directors.

VI. The Diversity and Inclusion Committee Strategic Plan

The D&I committee strategic plan will be a living document. Changes and amendments to the strategic plan will be voted on by the committee and presented to the Board of Directors for approval. The plan will track the committee's accomplishments.

VII. Handbook Revisions

Additions and revisions to the Diversity and Inclusion Committee Handbook shall be considered as necessary. Revisions to the handbook will be presented to the liaison to the Board of Directors for review and approval.