

Working Group Expectations

Short term goals – 1 to 6 months

1. Meet each other and set up a schedule for connecting on a monthly basis (maybe one meeting and follow up time, or two meetings and follow up time, depending on the work in focus).
2. Review the Committee Outline for your subject matter area, and consider suggestions to add or refine what has been suggested as issues to address
3. Initial meetings will be led by each committee's Core group member, and will be focused on a shared dialogue about the work in your area, with the goal to set priorities from among the list of objectives in the committee outlines

Important Note: Priorities should consider:

- a) Matters that will focus on the critical question of race and racial justice
- b) Matters that are important to other groups or on specific issues in your subject matter area
- c) Matters that should be prioritized as to what can be achieved over a short time frame, medium time frame and/or longer term
- d) The prioritization of the work needs to factor for cost, or the lack of financial need, given our current fiscal reality. Ultimately, we can and should consider all EID work where cost will be involved but need to build a wish list and budget proposal for support that can be managed on an annualized basis

Example: In the Access group, there will likely be considerations about investing in the translation of documents, ensuring accessibility for all clients and ensuring training and protocols for best working with clients across the range of diverse and/or underrepresented populations.

However, we first need to identify what needs is to be addressed and cost out what is needed for financial support

4. With your prioritized list, subsequent meetings should be focused on creating strategy recommendations for taking actions to address issues that you have identified. Your priorities may modify in response to the strategies that your team identifies for implementation
5. The lists and strategies you create will be shared with the EID for preliminary discussions to clarify areas where there are questions. There may be areas or ideas that overlap between groups, and the EID and Core Team will work to coordinate efforts to make sure the work can be done without duplication.

6. Committees should begin developing assignments for carrying out the efforts, including as many time lines as possible for achieving both steps in the efforts you wish to undertake and a projected time frame in which to complete your goals.
7. The final lists for each group will be shared by the EID with the Senior Management Team (SMT) for review, discussion and concurrence.
8. Once SMT concurrence is achieved, each committee should turn its focus on implementing the strategies identified, with assignment of responsibilities that are reasonable, achievable and where needed, shared. Future conversations will be focused on achievement, trouble shooting and
9. The EID will consolidate the several committee prioritized lists and strategies into an EID Plan, which will include the work of the EID on matters not assigned to the Working Group (certain work with HR), as well as the efforts among other divisions and departments that are seeking to address matters for racial justice, equity and inclusion.

Long Term Goals - 6 months to a year

Note: this is an area to be developed, based in major part on the successes in the short term phase, but will include at least recurring routine reporting on achievement for staff, publicizing work accomplishments and making updates to the EID Work Plan.