

CHARTER
THE VERMONT NATIONAL GUARD
DIVERSITY COMMITTEE

Cultural Diversity Enhancement Team
Ensuring our Soldiers and Airman are
Culturally Adept, World Class



August 2010

Prepared by;
The Cultural Diversity Enhancement Team-CDET

Doris J. Sumner
CW2, VTARNG
State Diversity Initiative Coordinator
CDET Chair

Glenn Burkland
MSgt, VTANG
Recruiting & Retention Superintendent
CDET Co-Chair

COMMITTEE CHARTER

Article I - NAME

The name of the Vermont National Guard Diversity Committee shall be the Cultural Diversity Enhancement Team-Vermont (CDET), also hereafter referred within this charter as "CDET". All correspondence should be mailed to VTNG-CDET-HRO-SEEM, 789 VTNG Rd. Colchester, Vt. 05446-3099.

The purpose of CDET will be to:

1. Advise the Adjutant General and full-time leadership on all matters of diversity.
2. Develop plans and solicit ideas for establishing a more inclusive environment in the Vermont National Guard.
3. Establish a forum of communication with all who are concerned about diversity and affirmative actions with the Vermont National Guard.
4. Sponsor events to educate the National Guard on issues related to diversity.
5. Promote outreach programs to minority groups within the Vermont National Guard and to minority organizations in the community.

Article II - MISSION

The fundamental goal of CDET is to create an organizational culture where diversity is valued as a personnel readiness, combat multiplier contingent upon high performance. We will enhance Recruiting and Retention by instilling diversity of thought at all levels of the organization and in our community through programs, activities and policies that capitalize on the changing demographics of our recruiting pool and the environment we operate in.

Article III - OBJECTIVES

1. CDET will meet to coordinate efforts of the individual Special Emphasis Programs per Executive Order 11478 and 29 Code of Federal Regulation, Part 1614.102(b)(4) specifically the Black Employment Program (BEP), The Asian Employment Program (AEP), The American Indian/Alaskan Native Employment Program (AIAN), The Federal Women's Program (FWP), The Hispanic Program (HEP), Federal Employment of Persons with Disabilities Program (FEPD).
2. CDET will coordinate efforts to adhere to Presidential Proclamations of Observances and effectively carry out the responsibilities within the proclamation.
3. CDET will ensure effective management of equal opportunity and equal employment opportunity programs with direct assistance in developing Affirmative Employment Plans (AEP), reporting milestones through the Management Directive 715 and provide input to the Air Guard and Army Guard Military Affirmative Action Plan (AAP) reported for the Army through the 5 Year AAP and the Annual Narrative Statistical Report and the Air Force Reports; Military ANG Affirmative Action Plan Report and the ANG Military EO Annual Report.
4. CDET will coordinate efforts to actualize approved policies, programs and events that are force multipliers and enhance military combat skills directed by the State Affirmative Employment Plan (AEP) and the Military Affirmative Action Plans (AAP). CDET will ensure their efforts are aligned with the State Diversity Strategic Plan as carried out under the direction of the State Diversity Initiative Coordinator (SDIC), JFHQ Human Resource Equal Opportunity Officer (HREO) and

State Human Resource Advisor-ANG (HRA) to augment Diversity initiatives. CDET may conduct training or provide educational opportunities through direct contact, newsletters, web pages, emails, bulletin posters, cultural forums, workshops and facilitated instruction to all National Guard members, families and the community.

5. CDET will outreach to a diverse group of community leaders and groups to partner efforts of cultural awareness and respect. These relationships will assist in Recruiting and Retention efforts in under-represented groups by establishing awareness and services beneficial to both parties.

Article IV – AUTHORITY

Administration: The CDET will operate under the general guidance of the Director Joint Staff based upon directions from the Adjutant General.

Chairman/special committees: The Chairman shall have broad latitude to appoint committees, select committee chairmen to study issues, and make recommendations and other actions deemed necessary to accomplish the task. The Committee may be augmented by persons external to CDET, as required, based on the task and areas of expertise necessary. Unless designated as a CDET member by the Chairman, all committees will be dissolved upon completion of their task, as determined by the Chairman.

Article V – MEMBERSHIP

Chairman: Will be the appointed State Diversity Manager

Co-Chairman: The Chairman will appoint a Co-Chairman who will remain Co-Chair until terminated by CDET Chairmen or the CDET President or resignation request approved by CDET President.

Advisory position members: Advisory positions on CDET will be by appointment upon a selection to the following positions;

Special Emphasis Program Manager (SEPM): When a SEPM is appointed they are automatically an advisory member of the CDET Committee. Technicians who are appointed as SEPM's will receive an appointment memorandum signed by the CDET President with an attached position description addendum associated with the SEPM collateral duty assignment. The addendum will be signed by their immediate supervisor and a copy will be sent to the CDET Chair with a copy furnished to HRO-Classification. Federal Management Directive 110 and the code of Federal Regulations, 29 C.F.R. 1614.102(b)(4), authorizes up to 20% of duty time to accomplish SEPM duties however this charter specifies not to exceed .01% of their performance evaluation time. Special projects/events/observance may require approval for additional time. For Contract employees, all collateral duty assignments must be approved by the Contract Employer. The Contract employee's immediate supervisor will sign the duty assignment addendum as an understanding of the work to be conducted in support of CDET. AGR employees will be appointed by the CDET President and the duty assignment addendum will be signed by the immediate supervisor as an understanding of the work to be conducted in support of CDET. Copy of the addendums will be sent to the CDET Chair. Traditional guard members will be appointed by the CDET President, the appointment memorandum and assignment addendum will be sent to the Military Commander as an understanding of the work to be conducted in support of CDET.

Equal Employment Opportunity Counselor (EEO Counselor): When an EEO Counselor is appointed they are automatically an advisory member of the CDET Committee. Technicians who are appointed as EEO Counselor's will receive an appointment memorandum signed by the HRO with an attached position description addendum associated with the EEO Counselor collateral duty assignment. The addendum will be signed by their immediate supervisor and a copy will be sent to the CDET Chair with a copy furnished to HRO-Classification. The EEO Counselor primary collateral duty is to serve the Equal Employment Opportunity Program, absent of duties associated with EEO, the EEO Counselor will perform up to .01% of their performance evaluation time in support of CDET. AGR employees and contract employees may be appointed as EEO

Counselors, positions description addendums will be signed by their immediate supervisor and copies will be sent back to the CDET Chair.

State Human Resource Advisor: The appointed State HRA will be an advisory member.

Army Guard Equal Opportunity Advisors: Each 06 Level Command will send their EOA or CDET Representative as an advisory member of the CDET.

Recruiting Advisory members: The CDET Chair will identify the Air and Army recruiting representative as the advisory person on the CDET. All other recruiting personnel on the CDET will be general members.

General Membership: The Chairman will accept general membership upon request. No appointment memorandum will be developed. General members will be added to the member list. Members will receive meeting notices, updates and solicitations for services in support of CDET initiatives. All CDET participation is voluntary and must be approved at each occurrence by the CDET member's immediate supervisor. Membership is open to all National Guard members, NG Family members, VTNG contract employees, VTNG State employees, community members with an interest in CDET mission. Members can apply for vacant advisory positions and will be given special consideration for appointments to advisory positions based on their committee involvement, experience and supervisor recommendation.

Membership will continue unless terminated by the CDET Chair with approval from the CDET President or member request to leave.

A quorum for conducting business must not consist of less than the Chairman (or Acting Chairman in his/her absence) and four advisory committee members.

The recorder shall be a member voted upon by consensus annually.

Article VI – MEETINGS

Committee Meetings: This committee shall meet at the call of the Chairman on a quarterly basis. Attendance at committee meetings will be limited to members, advisors, and invited participants. The proposed agenda for each meeting will be forwarded in advance of the meeting by Chairman, based on input from the committee. Meeting minutes will be distributed to all committee members, advisors, and other participants as appropriate.

Quorum: Before transacting committee business, a quorum consisting of not less than the Chairman (or Co-Chairman in his/her absence) and four other advisory committee members must be present.

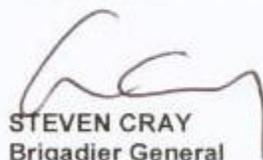
Article VII - AMENDMENTS TO CHARTER

Changes to the Charter will be proposed in writing and presented at the quarterly meeting to be voted on at that time. With voting members present, a 2/3-majority vote will be required to change the Charter as proposed.

Article VIII – ORGANIZED

Charter unanimously approved by advisory council August 2010.

Endorsed on 27 AUG 2010.


STEVEN CRAY
Brigadier General
Director, Joint Staff