

<b>Overview</b> .....	<b>2</b>
<b>Diversity, Equity, and Inclusion Team</b> .....	<b>2</b>
Diversity, Equity, and Inclusion Director .....	2
Member Development Adviser .....	2
Leadership Development Specialist .....	2
Optional Members .....	2
Meetings.....	3
<b>Responsibilities</b> .....	<b>3</b>
<b>Appendix</b> .....	<b>4</b>
Ideal Qualities of DEI Officer .....	4

## Overview

Within the Member Development Department, the Diversity, Equity, and Inclusion (DEI) Team coordinates DEI efforts and initiatives within the chapter.

## Diversity, Equity, and Inclusion Team

### DIVERSITY, EQUITY, AND INCLUSION DIRECTOR<sup>1</sup>

- Coordinates DEI efforts and initiatives within the chapter.
- Encourage DEI education for members by cultivating programming that fosters inclusiveness, creates awareness, and leads to conversation and growth in members, the chapter and the community.
- Works closely with Executive Board and departments to ensure all activities and operations consider diversity, equity, and inclusion.

### MEMBER DEVELOPMENT ADVISER

- Advise the Diversity, Equity, and Inclusion Team on implementing the DEI initiatives.
- Advise the DEI Team on ensuring all activities and operations consider diversity, equity, and inclusion.

### DIVERSITY, EQUITY, AND INCLUSION SPECIALIST

- Serve as the secondary point of contact for the Diversity, Equity, and Inclusion Director and adviser.

### OPTIONAL MEMBERS

The DEI Team focuses on promoting diversity, equity, and inclusion throughout all chapter operations. Members of the team are assigned to specific departments/team to ensure the chapter is actively promoting DEI and communicate ideas to the officer of their department/team on how to achieve inclusion.

The list below contains the suggested chapter teams for members of the DEI Team to participate in. This list is meant to provide ideas should the chapter wish to implement a committee structure for DEI efforts. Each chapter may determine what works best for its members.

- **Member Engagement:** Create sisterhood activities that value inclusion and foster intrapersonal and interpersonal development of members and their relationships with one another.
- **Standards:** As a member of the Standards Committee, the Vice President Member Engagement should educate and guide the Standards Committee to approach standards meetings and decisions from a DEI lens.
- **Membership:** Work with the Membership Department to brainstorm opportunities to promote diversity, equity, and inclusion in recruitment conversations and practices.

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<sup>1</sup> Chapters are welcome to decide if they want the Vice President Member Development to hold the responsibility of this role or if they would prefer to have a DEI Director. The Vice President Member Development is still expected to bring a diversity, equity, and inclusion lens to Executive Board and department conversations.

- Panhellenic: Advocate for a more equitable and inclusive Panhellenic community and recruitment process. Develop relationships with and support multicultural Greek councils.
- Public Relations: Develop relationships and partnerships with campus organizations and departments whose mission is to promote principles of DEI. Actively engage in their activities and programs and bring awareness to the chapter so members may attend and participate. Ensure chapter materials and social media are inclusive of all members in the chapter and actively strive to represent the diversity of the chapter.
- Philanthropy: Ensure that philanthropic efforts are accessible for all members to participate in. Partner with organizations in the community that value DEI.
- Facilities: Partner on how to ensure the facility is a welcoming atmosphere for current and potential members.
- Administration: Track the attendance of chapter members attending DEI events in the community and on campus (e.g., workshops, speakers, and performances). Send members updates of their attendance throughout each term. Consider a special honor or raffle drawing for the individuals who have attended the most events. Keep the chapter calendar updated with community and campus DEI events. Provide reminders as needed.
- Nominating Committee: Ensure the values of diversity, equity, and inclusion are represented in the nomination process.

## MEETINGS

The Diversity, Equity, and Inclusion Director should attend the meetings of the Member Development Department.

- Meetings are biweekly or as needed during busy times.
- Come prepared with reports of the activities of the Diversity, Equity, and Inclusion Team.

The Diversity, Equity, and Inclusion Team should meet or communicate as needed to plan for DEI efforts and initiatives.

## Responsibilities

- Provide support to members who may not feel included and are having a negative experience on campus or in the chapter. Consider inviting members to the Standards Committee for additional support.
- Implement educational programs and/or chapter meeting presentations that increase awareness and understanding of diversity, equity, and inclusion.
- Regularly seek out opportunities to engage the chapter in campus events focused on diversity, equity, and inclusion.
- Post meaningful and informational articles, pictures, links, etc., to chapter communications (e.g., emails, newsletters, Facebook groups, and group chats).
- Plan and/or coordinate DEI events or promote attendance at campus DEI events with the DEI Team or with other officers and their departments/teams.

- Lead meaningful discussions to further inclusivity and awareness.
- Attend Panhellenic meetings that focus on DEI, particularly if the campus Panhellenic has a DEI committee.
- Assist the Membership Team with preparation for recruitment activities. Collaborate on trainings for members regarding how to approach the process through a DEI lens and how to engage in diverse and inclusive conversations with potential new members.
- Host chapter events/activities that promote open conversations and active engagement in DEI. For example:
  - Host book/movie/podcast clubs.
  - Conduct regularly occurring dialogues and workshops (monthly, biweekly, or weekly).
  - Engage with cultural and diverse groups and organizations on campus.
  - Host interactive events to promote diversity, equity, and inclusion.
- Implement weekly “office hours” for members to express ideas and suggestions and/or create an anonymous form for feedback.
- Facilitate collaboration and build meaningful relationships with different campus or community multicultural organizations.
- Promote a supportive space for engaging in conversation and amplifying the voices of marginalized individuals.
- Encourage members to stay connected and informed regarding current national/global events.

## Appendix

### IDEAL QUALITIES OF DEI OFFICER

- Experience with diversity, equity, and inclusion initiatives.
- Strong communication skills.
- Strong organizational skills.
- Approachable and personable.
- Good understanding of Kappa’s purposes, ideals, and practices.
- Leadership skills.
- Project-oriented.
- Creative and innovative.

Visit Kappa’s DEI [page](#) to keep up with Kappa’s DEI resources.