

Chair(s):

Jayme Little, M.S. ED., American Academy of Sports Physical Therapy
Co-Chair TBA

ISAE Statement on Diversity, Equity and Inclusion (Adopted Nov. 16, 2020)

ISAE embraces diversity, equity and inclusion at every level of the organization. Doing so maximizes opportunities for the organization to thrive by ensuring we are exposed to the expanse of options, perceptions, values and experiences that make up the world around us, including but not limited to variations of race, gender, age, sexuality, ability, religion, national origin, geographic location, appearance, gender identity, and other identities. ISAE strives to integrate the uniqueness of individuals throughout the organization to create an experience that expands everyone's horizons and opportunities for engagement, learning and leadership.

Charge

The charge of the DE&I Task Force is three-fold:

- 1.) To review the ISAE Statement on Diversity, Equity and Inclusion adopted by the Board of Directors in November 2020 and determine ISAE's current state in relation to ISAE's Statement on DE&I
- 2.) To identify opportunities to improve programs, policies, and practices that may be creating barriers to making ISAE's Statement on DE&I a reality
- 3.) To make recommendations to ISAE leadership for sustainable changes that can facilitate ISAE's alignment with DE&I values as espoused by ISAE's Statement on DE&I

Composition

Task Force chair and co-chair are appointed by the ISAE President. Task Force members may or may not be members of the association, provided that all Task Force members must act in the best interest of ISAE in executing their duties, keeping in mind the needs of ISAE members and the industry ISAE represents rather than political or personal motivations.

Term

The term of appointment is January 1, 2022 - December 31, 2022. All committee members should expect to contribute an average of 2-3 hours per month, with variation depending on assignments taken on and events attended. The task force will typically meet once per month virtually.

Responsibilities and Tasks

- Appreciating the broadly encompassing nature of ISAE's Statement on DE&I, and noting ISAE's absolute intention for diversity, equity and inclusion among all persons associated with ISAE, as an initial starting point the Task Force is asked to focus its work primarily on issues surrounding racial diversity, equity, and inclusion within ISAE.
- **Q1 2022:**
 - Review and recommend any appropriate edits to the ISAE Statement on Diversity, Equity, and Inclusion. *Note: The Board's first meeting of 2022 will be February 2nd.*
 - Clarify relevant definitions of terms associated with diversity, equity, and inclusion.

- Review the work of the 2021 DE&I Task Force work groups.
- Determine the type of data that should be collected by ISAE relative to DE&I and how the data should be collected.
- Initial review ISAE policies and bylaws to identify potential issues that may be causing barriers to advancing ISAE's Statement on DE&I.
- **Q2 2022:**
 - Begin collecting demographic data on ISAE membership and the industry represented by ISAE.
 - Identify potential underrepresented demographics within ISAE, including types of associations within ISAE's membership, to determine opportunities for outreach if warranted.
 - Based on data collected, make recommendations to the Board of Directors regarding Q3 and Q4 focus. *Note: The Board's second meeting of 2022 will be June 1st.*
- **Q3 2022:**
 - Prepare a brief (five-to-ten minute) overview of task force activities and initiatives to be presented during the "State of the Industry" session at the ISAE Annual Convention. *July 17-19, 2022, Belterra Casino Resort.*
 - Additional review of ISAE policies and bylaws to identify any further issues that may be causing barriers to advancing ISAE's Statement on DE&I.
 - Assist ISAE leadership in developing a plan to execute on the DE&I focus as identified in Q2, including potential budget implications. *Note, the finance committee will meet to finalize the 2023 budget in September.*
- **Q4 2022:**
 - Make a recommendation to the Board of Directors regarding next steps for ISAE's DE&I initiatives, including the status of the DE&I Task Force for 2023. *Note: The Board's final meeting for 2022 (including adoption of the 2023 budget) will be November 1st.*

Staff Responsibilities

- Staff liaison: Executive Director
- Provide support and resources to the Task Force throughout the year
- Execute approved strategies recommended by the Task Force
- Work with the co-chairs to schedule meetings, develop agendas and complete meeting minutes
- Provide the Task Force with relevant documents, lists, data and rosters as requested and available.
- Ensure the work of the Task Force is communicated to the Board of Directors and membership, as appropriate.