



**OFFICE OF THE ADJUTANT GENERAL
789 Vermont National Guard Road
Colchester, Vermont 05446-3099**

CHARTER FOR THE VERMONT JOINT DIVERSITY EXECUTIVE COUNCIL

I. **NAME.** The name of the council will be the “Vermont National Guard Joint Diversity Executive Council” and may be commonly referred to as “JDEC.”

II. **PURPOSE.** The purpose of JDEC is to provide strategic guidance, goals, and action plans to help achieve The Adjutant General’s (TAG) vision of promoting a culture of diversity, equity, and inclusion (DE&I) throughout the Vermont National Guard (VTNG), and leveraging that culture to improve mission readiness. JDEC will sponsor, implement, and integrate principles of DE&I throughout the organization in accordance with its operational approach (strategic plan) and various equal opportunity and equal employment opportunity policies. JDEC will be a forum to discuss DE&I issues and collaborate on DE&I matters and events. JDEC will help the VTNG evolve into a unified work environment where everyone, regardless of rank, duty status, or background is respected and valued for their contributions toward the organizational mission.

III. **MISSION.** JDEC will advise and assist TAG in developing, implementing, and updating a comprehensive, integrated, and strategic focus on DE&I.

IV. **MEMBERSHIP and RESPONSIBILITIES.** JDEC will be led by a Chair, Co-Chair, and Council Manager. Membership is comprised of Voting Council Members, Advisory Council Members, and Council Members at Large.

Chair: TAG shall serve as the JDEC Chair. The Chair has ultimate responsibility for implementing JDEC’s strategic plan.

Co-Chair: The Co-Chair of JDEC is the Director, Joint Staff. The Co-Chair is responsible for facilitating JDEC meetings and acting as Chair in the absence of TAG. The Co-Chair is responsible for completing Regional JDEC reports and attending Regional JDEC meetings.

Council Manager: The State Equal Employment Manager will serve as the Council Manager. The Manager is responsible for scheduling quarterly meeting, creating the meeting agenda, keeping minutes, distributing minutes, and maintaining a membership roster. The Manager will assist the Co-Chair as needed.

Voting Council Members: There will be 15 Voting Council Members. Each Voting Council Member is appointed by virtue of their position. Voting Council members are voting members and will conduct the business of the council. They will serve as long as they hold the position. Termination is at the discretion of the Council Chair.

Advisory Council Members: Advisory Council members are appointed by virtue of their position. They are non-voting members who provide valuable insight and leadership in matters related to DE&I. Advisory Council members who separate from the VTNG will automatically lose membership in the JDEC.

Members at Large: Members at Large are non-voting members who are encouraged to attend and participate because they provide valuable perspectives and leadership on DE&I matters. Members at Large can be military or civilian personnel from the VTNG, VTNG family members, or community who are interested in supporting the JDEC's mission. Volunteers are accepted as members when approved by the Voting Council or when appointed by the Chair or Co-Chair. Termination is voluntary or by vote of the Voting Council.

All council members are responsible for:

- Reviewing and suggesting changes to VTNG programs, policies, and initiatives as they relate to DE&I.
- Developing and revising the JDEC strategic plan.
- Ensuring that DE&I is considered in all VTNG initiatives.
- Raising awareness of cultural differences, promoting effective communication, and seeking out training opportunities to enhance DE&I.
- Supporting managers, supervisors, and leaders in their efforts to enhance and promote DE&I in their respective units, directorates, and offices.

V. MEETINGS. The JDEC will meet no less than once per quarter. The primary focus of each meeting will be to review the JDEC Operational Approach (strategic plan). A spokesperson for each line of effort under the Operational Approach will provide updates for the different objectives and action plans.

Opinions and comments from all members are valued at the JDEC meetings. Consensus will be used to approve most business items. For items needing formal approval, like terminating membership, there must be a quorum of eight Voting Council Members and the Council Chair or Co-Chair must be present. Minutes will be taken covering the major issues discussed. The minutes will be distributed to members within one week following the meeting.

Voting Council Members

The Adjutant General (Council Chair)
Director, Joint Staff (Council Co-Chair)
Director, Air Staff (2nd Council Co-Chair)
Chief of Staff, Army
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State Equal Employment Manager (JDEC Council Manager)
VTNG Joint Chief of Diversity & Inclusion
Human Resource Officer
Human Resource Equal Opportunity Officer
Joint Force Headquarters Sexual Harassment Assault and Response Coordinator
Wing Equal Opportunity Director
Army Recruiting and Retention Commander
Wing Recruiting and Retention Superintendent
VTNG State Public Affairs Officer
Wing Sexual Assault Response Coordinator

Advisory Council Members

86 IBCT Equal Opportunity Advisor (or designated alternate)
GSC Equal Opportunity Advisor (or designated alternate)
RTI Equal Opportunity Advisor (or designated alternate)
JFHQ Equal Opportunity Advisor (or designated alternate)
Wing Equal Opportunity Practitioner
Director of Psychological Health – Army
Director of Psychological Health – Air
JFHQ Chaplain
Wing Human Resource Advisor
State Judge Advocate
State Inspector General
Black Employment Program Manager
Hispanic Employment Program Manager
Asian-American and Pacific Islanders Employment Program Manager
Individuals with Disabilities Employment Program Manager
American Indian/Alaskan Native Employment Program Manager
Federal Women's Program Manager
The LGBTQ Program Manager
The Days of Remembrance Program Manager

Council Members at Large

Equal Opportunity Leaders
AAG Army
AAG Air
Wing Commander
Command Chief Warrant Officer
State Command Chief Master Sergeant
Wing Command Chief Master Sergeant

State Command Sergeant Major
Provost Marshall
CSM 86 IBCT
CSM 86 IBCT CAV
CSM 86 IBCT INF
CSM 86 IBCT BEB
CSM 86 IBCT BSB
CSM Garrison Support Command
CSM ARNG Recruiting Command
CSM 124th Regional Training Institute
Family Programs Representative
VTNG military or civilian personnel (upon approval or appointment)
VTNG family members (upon approval or appointment)
Community leaders (upon approval or appointment)