

SOCIETY OF COSMETIC CHEMISTS
Charter of the Diversity & Inclusion Insights Committee (2022)

Statement of Purpose

The purpose of the Diversity & Inclusion Insights Committee is to:

1. Act in an advisory capacity to the Board of Directors on matters related to DE&I initiatives in support of the Strategic Plan.
2. Review and recommend to the Board suggested changes to the plans, tactics, policies, and procedures of the committee.
3. Create, implement, and monitor plans to increase DE&I within the Society and the industry we impact.

Membership & Terms

The committee shall consist of the following individuals. All committee positions, other than those required by the Bylaws (if any), is subject to Board affirmation.

Composition	Term	Selection Process
Chair (Appointment)	Two (2) year – voting member	Appointed by President (Margarita Gomez-Nadin)
Vice-Chair (Appointment)	Two (2) year – voting member	Appointed by President (Cubie Lamb)
Committee Members (6-8)	Two (2) year – voting member	Call for Volunteers (Dejour Waite, Maria Refe, Arun Swami, Jonathan Yip, Christine Johnson, Jasmine Martich, Shawnte Yarborough-Coleman, Kenton Hipsher, Marquiceon Haynes)
Officer Liaison (President)	N/A – non-voting member	Policy (Michelle Hines)
Staff – SCC CEO	N/A – non-voting member	Policy (Erica)

- Vice Chair shall be MCJW scholarship selection committee chair & liaison.
- Vice Chair shall be the Education Advisory Committee liaison.
- No committee member shall serve more than two (2) consecutive terms.
- All terms of service shall run concurrent with the organization’s fiscal year (January 1 – December 31).

Authority & Responsibilities

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the committee has the authority to:

1. Develop and recommend a DE&I strategy for the Society, both internal and external;
2. Assist with the development of initiatives as related to the SCC’s DE&I statement;
3. Create and sustain relationships with HBCUs and other relevant organizations;
4. Oversee the administration of the Madam CJ Walker Scholarship program.
5. Identify opportunities to support DE&I initiatives within the industry;
6. Provide input to other SCC committees, task forces and advisory groups as related to DE&I; and
7. Assist with other projects, programs, or initiatives as requested by the Board of Directors.

Meetings

The committee shall meet on an as-needed basis, usually quarterly, but not less than annually, and shall be at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

The committee shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

Budget

The committee shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors; requests for additional funding may be approved at the discretion of the Board of Directors.