

July 7, 2006

Flight Projects Directorate Diversity Council Charter

The Flight Projects Directorate (FPD) Diversity Council is responsible for serving as an advocate for diversity issues within the Directorate, to address any barriers to cross cultural communication, and when necessary to raise issues to the Center-level Diversity Council. The Diversity Council's purpose is to assist the Director in creating an environment that values, respects and fosters the recognition, development, understanding and utilization of each employee's talents. The Council encourages appreciation and utilization of the staff in the FPD organization.

I. AUTHORITY

The FPD establishes and sanctions the Code 400 Diversity Council. It operates under this Charter and is consistent with the efforts of the Goddard Space Flight Center (GSFC) Diversity Council and the Agency's Diversity initiatives.

II. PURPOSE

The Code 400 Diversity Council's purpose is to assist all levels of management in creating an environment that is conducive to the recognition, development, understanding, and utilization of each employee's abilities, skills, and knowledge in order to achieve maximum productivity.

III. OBJECTIVES

The Council is chartered to:

- A. Provide advice, guidance and recommendations to the Director in planning, implementing, monitoring and evaluating the Directorate's Diversity Program.
- B. Serve as a focal point for the concerns of employees with regard to diversity.
- C. Provide education forums for employees and managers on diversity and diversity-related matters.
- D. Help resolve Directorate-wide problems related to diversity

IV. MEMBERSHIP

The membership of the Council will consist of FPD employees dedicated to promoting diversity initiatives within the Directorate and working on diversity-related activities. Also the Directorate representatives to the Advisory Groups will serve on the Council. The Director of FPD will appoint the members. Council members are appointed to serve a minimum two-year term..

Members may serve longer than two years if they have demonstrated that they are productive and dedicated members of the council. The Director of FPD will approve extensions beyond the nominal two-year term. The Council structure and selection process will be reviewed in the Fall of each year. The year is from January through December which allows for a smooth transition during the fall quarter.

In constituting the Diversity Council, consideration will be given to representation of a broad range of ethnic groups, job titles and technical and administrative personnel and include individuals holding management and non-management positions. It will be re-evaluated as individual terms expire.

V. COUNCIL FUNCTIONS

- A. Contribute to the Center's annual updates of the Center's Diversity plan.
- B. Develop, monitor and evaluate implementation of the FPD Diversity Strategic Plan recommending actions to improve performance in implementing the plan to the Director FPD.
- C. Receive, consider, and transmit, as appropriate, proposals, areas of concern, and recommendations relating to diversity in the Directorate. These topics will normally be Directorate-wide in scope or encompass more than one Division. When necessary the Council will raise issues to the Center-level Diversity Council.
- D. Maintain liaison with similar committees at GSFC.
- E. Meet at least once annually with the Director and Deputy Director of FPD.
- F. Evaluate the effectiveness of the Council's structure and activities annually. Report to the Director annually and recommend any changes in the role and structure of the Council.
- G. Take the lead role in planning and implementing activities surrounding Diversity related activities (i.e., Celebrate Goddard Day).

V. COUNCIL OFFICERS

The Council will elect a Chair, Vice Chair and Executive Secretary from among its members who will serve for a period of one year. The same individual may not serve as chair for more than two consecutive years. Subcommittee chairs will be selected as needed.

VI. COUNCIL MEETINGS (FREQUENCY AND ABSENCES)

Meetings will be held once a month on the second Thursday from 1:00 pm – 2:30 pm. Members will determine the need for additional meetings. Meetings of sub-committees will be on an as needed basis. If a member knows in advance that they will be absent, they must notify the Chair.

VII. FILLING VACANCIES

Vacancies occurring on the committee for any reason will be filled in the same manner that the position was originally filled. The vacancy will be filled until the expiration of the appointment of the vacating member, at which time the new member may be reappointed to serve a full term.

VIII. COUNCIL DURATION

The Council will be a standing Council of indefinite duration with continuance dependent on the annual evaluation and Director approval.

July 7, 2006

IX. COMMITTEES

The Council will form committees as it considers necessary on a continuing or ad hoc basis.

X. COUNCIL CHARTER AMENDMENTS

This charter stands until revised by the Council and with final approval by the Director of FPD.

APPROVED:

Director of FPD

Date

July 7, 2006

Diversity Council Operating Agreements

How we will work together as a team

- The Chair or Vice Chair will review commitments, expectations and Operating Agreements with each new member to ensure they understand their role.
- Non-attribution: We will not attribute information shared by Council members without their explicit permission.
- As team members, we agree that we will use the “formal process” for raising issues to the Center-level Diversity Council (we will not go directly to that level individually, as this degrades the integrity of this Council)
- We will address difficult issues, questions or challenges face-to-face in Council meetings (not via email)
 - We will speak to each other one-to-one if/when necessary to raise and/or resolve questions and issues
 - If an issue is important for the full Council’s involvement we will put it on the agenda for a future meeting
- We will take 15 minutes at the start of each meeting or “Diversity Dialogue” (we will rotate leadership for the topic and discussion)
- We will notify the Chair in advance when we can not attend a Council meeting or activity
- If we can not be present, we will take responsibility to ensure that our role in the meeting is covered by another Council member
- We will all continue to seek out other diverse members of the Directorate to participate on the Council