



Portland Parks & Recreation Diversity & Equity Committee (DEC) - Member Position Description & Member Selection Process

DEC Mission: PP&R's Diversity & Equity Committee (DEC) will advise the bureau Director and Equity & Inclusion Team on bureau policies and budget. The DEC will facilitate the implementation of policies and practices to remove barriers and promote diversity, inclusion and racial equity best practices.

DEC Membership Selection Process: The DEC strives to have representation from all bureau work units. DEC membership vacancies will be announced at a minimum on an annual basis with an option of an additional recruitment to PP&R employees and departments where vacancies occur.

Candidates for the DEC will be asked to complete a Statement of Interest application form. Candidates whose applications are moved forward will be invited to participate in individual or small group interviews. Top candidates will be selected to serve on the DEC. Candidates must get approval from their supervisor prior to submitting their Statement of Interest.

Roles and Responsibilities: Members must carry out the following duties:

- Provide leadership to development and execution of bureau equity goals
- Understand the goals and objectives of key bureau policies related to diversity, equity and inclusion (Racial Equity Plan (REP), Gender Neutral policy, etc.)
- Engage in informed dialogue around bureau policies and budget
- Serve as liaison to their bureau division and department, providing information on the work of the DEC, and participating in division and department planning around diversity, equity and inclusion (e.g. Division REP's)
- Commit to participating in at least two (2) professional development opportunities per year, related to diversity, equity and inclusion
- Attend all required bureau or DEC trainings
- Serve on at least two (2) hiring panels annually
- Provide at least two (2) Bias Awareness Training sessions to hiring panelists, annually (all DEC members receive training to be certified in administering Bias Awareness Training)
- Attend and participate in monthly DEC meetings
- Attend and participate in monthly subcommittee meetings (all members are required to serve on a subcommittee)

Preferred Qualifications

- Demonstrated understanding of, and commitment to, championing diversity, equity and inclusion concepts in the workplace and community
- Ability to participate in dialogues around removing barriers and promoting diversity, equity and inclusion best practice

- Experience collaborating with, or within, diverse groups to overcome obstacles and improve outcomes
- Proficient verbal and/or written communication skills
- Self-awareness and an open mind

Terms: DEC members are expected to make a two-year commitment and have the option to continue for a second two-year term without reapplying. Members seeking reappointment after two (2) terms must submit a Statement of Interest expressing interest in serving another term.

Attendance: DEC members are required to attend all DEC monthly meetings. Meetings occur on the third Thursday of every month from 12pm-2pm, at rotating locations. If a member cannot attend a meeting, they are required to inform the DEC co-chairs before the meeting, to be excused and inform their supervisor or manager.

Time Commitment: DEC members are expected to spend up to eight (8) hours per month working on DEC objectives. This time commitment includes, but is not limited to: attending DEC meetings, attending one full day annual retreat, reviewing meeting notes and handouts, attending trainings, subcommittee and working group meetings, and taking opportunities to represent the work and values of the DEC in their work.

Members are expected to serve their full term. Resignations are requested in writing provided to the co-chairs. All DEC members are encouraged to help identify, recruit and support their replacement on the committee.