



## IDEA Board Member and Role Description

### Purpose of Brighton's IDEA Board

The Town of Brighton's IDEA Board was founded by Town Supervisor William W. Moehle and the Town Council with an expressed interest of advancing the vision of true equity. The Board's key areas of focus are set to drive the Town's commitment to the centralization and implementation of equity, diversity and inclusion within local government. With feedback from the Town's residents, business owners and elected officials, the IDEA Board created the IDEA Plan (Inclusion, diversity, equity, action), highlighting (6) key areas of focus, including: 1.) Communication, Education and Celebration 2.) Engagement and Partnerships, Inclusion and Representation 3.) Policies and Practices 4.) Economics 5.) Public Safety 6.) Infrastructure, Housing and Transportation.

The IDEA Board functions as both an advising and working board, operating under the auspices of the Town of Brighton's Supervisor. The IDEA Board is directed by the Town of Brighton's Chief Diversity Officer and is advised by the Town Board Liaison. The IDEA Board exists to aid in driving strategies and operations as they relate to the Town's diversity, equity and inclusion plan.

### IDEA Board Members: Qualifications:

- IDEA Board members must be Town of Brighton residents
- An expressed interest in the realm of diversity, equity and inclusion—specific to the Town of Brighton
- Demonstration of knowledge around DEI, marginalized populations, intersectionality, privilege, biases, levels of racism, discrimination as it relates to; culture, ethnicity, race, gender, gender identification, disabilities, religion and beyond.
- Accountability—Hold the CDO and other board members accountable for the execution of the Board's work schedule
- Attuned to societal cues—understanding the relevance of pivoting response
- Commitment to the CDO and IDEA Board's Shared Vision
- Commitment to being present in the moment/during board meetings
- Support IDEA Board driven events
- Support efforts to market and promote IDEA Board events

### **IDEA Board Members: Recruitment:**

- Recruitment for IDEA Board members shall begin with a public announcement—via [brightonidea.org](http://brightonidea.org), [townofbrighton.org](http://townofbrighton.org) and the Town's Facebook page
- Sitting Board members will be responsible for scouting and recommending new board members
- Prospective IDEA Board members shall be brought to the attention of the existing Chair/Co-Chair, CDO and Town Supervisor
- Individuals interested in serving on the IDEA Board should complete and submit a letter of interest
- Interviews will be conducted by the Town Supervisor, Chief Diversity Officer and Town Board Liaison

### **IDEA Board Members: Role:**

- Board members must commit to a (2) year term of service
- The capacity to be present at 8/10 IDEA Board meetings (absences beyond (3)—will result in disciplinary actions, which could result in being unseated.
- Bandwidth and willingness to serve on (2-3) workforce task groups per (2) year term
- Provide strategic direction—helping to inform the body and CDO on new and existing areas of focus

### **IDEA Board: Officers:**

#### **Role of the Board Chair:**

- Providing leadership to the IDEA Board
- Ensuring the effectiveness of the Board in implementing planned strategies
- Determining meeting agendas
- Involving and facilitating all directions in board meetings
- Giving focus to the Board on critical tasks
- Responsible for the composition and development of the direction of the Board

#### **Role of the Board Recording Officer:**

- Record member attendance during monthly board meetings
- Establish notes during monthly board meetings
- Collaborate with CDO and Board Chair to approve minutes
- Disseminate meeting minutes to the body
- Attend Board officer's meetings
- Record Board officer meeting notes and Board meeting agenda