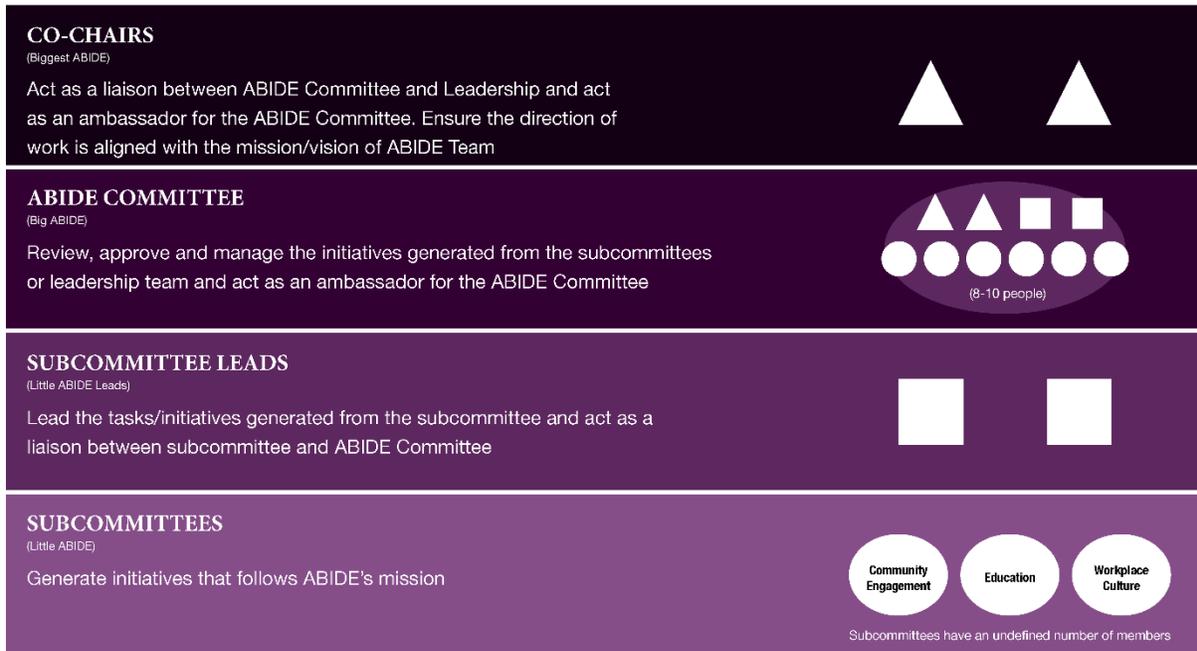


A.B.I.D.E. Team Structure



CO-CHAIR (Biggest ABIDE)

Role:

Act as a liaison between ABIDE Committee and Leadership and act as an ambassador for the ABIDE Committee. Ensure the direction of work is aligned with the mission/vision of ABIDE Team

Responsibilities/tasks:

- Attend a minimum of 80% of all ABIDE Committee meetings
- Ensure one co-chair is always present at ABIDE Committee meetings
- Make sure there is a timekeeper, notetaker, and facilitator for each meeting
- Sponsor and drive DEI strategic focus at organizational levels with Leadership's support
- Provide oversight to the ABIDE Committee to ensure the direction of the work is aligned with the mission/vision of the team
- Attend sub-committee meetings and/or participate in events ex-officio.
- Make sure all members of ABIDE Committee are actively participating

Term limits:

- 1 year, 6-month staggered term
- Start on January 1st and July 1st
- Reelection is permitted

Who's Eligible/Make Up:

- ABIDE Committee members

*Co-chairs are chosen by ABIDE Committee and approved by CEO. Co-chairs can be nominated or volunteer

ABIDE COMMITTEE (Big ABIDE)

Role:

Review, approve and manage the initiatives generated from the subcommittees or leadership team and act as an ambassador for the ABIDE Committee.

Responsibilities/tasks:

- Ensure data collection to assess the impact of ABIDE
- Manage membership eligibility and term limits
- Set policies and processes that affect all levels of ABIDE
- Consider outside consultants including Board Members
- Take on tasks that do not fall within subcommittees (for example, our bathroom sign discussion)
- Identify policies that might fall under HR and vet with HR manager (pumping station)
- Encourage/Engage non-ABIDE members who may be interested to participate in specific projects

Term limits

- 1 year
- Start on January 1st
- Reelection is permitted

Who's Eligible/ Make Up:

- Little ABIDE leads
- Co-chairs
- HR – always on ABIDE committee
- Senior Leadership
- 1 person from each department (CJT, Kitchen, Hub, etc.)
- Consultants – sit in on some meetings
- Up to 10 people may occupy a spot on committee

SUBCOMMITTEE LEADS (Little ABIDE Leads)

Purpose: Lead the tasks/initiatives generated from the subcommittee and act as a liaison between subcommittee and Big ABIDE

Responsibilities:

- Sits on ABIDE Committee and attend meetings
- Report out during each big ABIDE meeting on Subcommittee updates
- Manage agenda for subcommittee

- Determine the responsibilities of their subcommittee
- Assign roles for subcommittee
- Encourage/Engage non-ABIDE members who may be interested to participate in specific projects

Term Limit

- 1 year

Who's Eligible/ Make Up:

- Respective Subcommittee Member

SUBCOMMITTEE (Little Abide)

Role:

Generate initiatives and programs that follows ABIDEs mission

Responsibilities:

- To be determined by Subcommittee leads

Who's Eligible/ Make Up

- Any employee

Term Limit:

- Undefined