

## Subcommittee Charge

On October 26, 2023, the BIPOC Steering Committee unanimously approved two subcommittees. The first subcommittee will focus on the City of Eau Claire Government and its respective employees and operations. The second subcommittee will focus on the City of Eau Claire Community. Each subcommittee will have the following charge.

1. City of Eau Claire Government Subcommittee
  - a. Definition: applicable for any organization and department under the oversight of the City of Eau Claire City Council.
  - b. Deliverables. By the end of the subcommittee's work, they will...
    - i. Identify recommendations to foster a welcoming and inclusive government.
    - ii. Identify how (and if) funding priorities are needed to support these recommendations.
  - c. Expectations
    - i. By the end of the BIPOC Steering Committee efforts, the subcommittee should feel confident that they have a generalizable understanding of the equity, diversity, and inclusion needs and opportunities of the city government
    - ii. The subcommittee should identify standing norms & expectations for their operations.
    - iii. The subcommittee will offer multiple methods of participation
    - iv. The subcommittee should come prepared to share highlights of their progress at each monthly meeting & identify at least one item that the subcommittee may need guided feedback on from the large group.
    - v. The subcommittee should select a co-chair for the subcommittee. Berlye Middleton and Dang Yan will serve as co-chairs on the subcommittees, as well.
    - vi. All communication between subcommittee and full committee members must be directed through a City of Eau Claire representative (Anoosheh). Note: messages are created by the subcommittee and delivery of messages will be facilitated through the City of Eau Claire.
    - vii. All meetings and operations are subject to open meetings laws.
2. City of Eau Claire Community Subcommittee
  - a. Definition: applicable for any business, organization, agency, person, or group living or operating within the City of Eau Claire city limits.
  - b. Deliverables. By the end of the subcommittee's work, they will...
    - i. Identify recommendations to foster a welcoming and inclusive government.
    - ii. Identify how (and if) funding priorities are needed to support these recommendations.
  - c. Expectations
    - i. By the end of the BIPOC Steering Committee efforts, the subcommittee should feel confident that they have a generalizable understanding of the equity, diversity, and inclusion needs and opportunities of the city government
    - ii. The subcommittee should identify standing norms & expectations for their operations.
    - iii. The subcommittee will offer multiple methods of participation
    - iv. The subcommittee should come prepared to share highlights of their progress at each monthly meeting & identify at least one item that the subcommittee may need guided feedback on from the large group.
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