

# Project Team Guidelines

Project Teams are created by the Diversity, Equity, and Inclusion Taskforce (DEI TF) Executive Committee. Their purpose is to work on specific focus areas of AFCPE and the DEI TF to further the mission of AFCPE.

## Project Team Creation

If someone has an idea for a Project Team, they should bring the idea to an Executive Committee Member or to a Taskforce Meeting. The Executive Committee will compare Project Team ideas with AFCPE priorities and will use this information to approve and/or create new Project Teams.

Project Teams can be created or terminated at any time, at the discretion of the Executive Committee or the AFCPE Board. They will be evaluated annually.

## Requirements for a Project Team

- Be focused on a DEI topic
- Project Team Leader must be an active DEI TF member
  - Co-lead is recommended but not required
- AFCPE Membership is required to serve on a Project Team
- Active engagement is required to remain on a Project Team

## Management of a Project Teams

- Each Project Team will have an Executive Committee Liaison
  - The Liaison is available to answer questions and provide feedback on project direction
  - Liaison should be included on all meeting invites
  - The Executive Committee has final approval on Project Team outcomes
- Every Project Team must have a Lead
  - Project Team Lead is until project completion. For longer projects, Project Team Lead is a 1 year term (January to Symposium)
  - The Lead is responsible for:
    - Coordinating team meeting
    - Leading team meetings
    - Reporting to their Liaison
    - Reporting to the DEI TF or arranging for someone else to report
  - A Co-lead is recommended but not required. If the Lead is unable to fulfill any of their duties, they can defer to their Co-lead
- They must submit a report to their Liaison by the Thursday before the DEI TF meeting
- Must meet at minimum once between each DEI TF meeting, but at least often enough to successfully complete the work of the Project within the set deadline