



VMBA DEI Committee Roles & Responsibilities

VMBA's DEI Pledge: *“Our pledge is to develop vibrant communities emboldened by outdoor recreation and natural environments connected to all Mountain Bikers not defined by a stereotype or riding ability”*

The VMBA DEI Committee will be composed of at least one (1) VMBA Board Member, VMBA Staff, Chapter Representatives, and members from the community. Together, the committee members will develop, plan, and implement the initiatives designed to meet our mission, values, and DEI Pledge. Any member of the committee should not only have a strong interest in increasing diversity, equity, and inclusion in Vermont's MTB community, but also be willing to roll up their sleeves and put in the time and energy to help get things done.

The VMBA DEI Committee will be led by a Chair, who is responsible for aggregating stakeholder input and setting the direction of the Committee, with operational support from a Secretary, who will help manage the various initiatives and support those members leading individual initiatives in meeting the goals set collectively by the Committee. Individual Committee members will participate in monthly meetings to discuss initiatives, propose ideas, and advise the direction of the Committee, in addition to volunteering to lead or support specific initiatives.

The specific responsibilities of these positions are as follows:

- VMBA DEI Coordinator (Paid Staff Member)
 - Work with committee chair to organize meetings, initiatives, and support working groups through to successfully complete initiatives
 - Tracks the various initiatives and underlying projects approved by the Committee
 - Periodically checks in w/ Committee members on the status of projects the lead
 - Generates the agenda for Committee meetings, for Chair review and approval
 - Works with the VMBA office to disburse funds, as approved by the Committee
 - Serves as the “voice” of the Committee as needed, in conjunction with Committee Chair
 - Provides assistance to VMBA staff, chapters, and DEI Committee in navigating DEI issues, as needed
 - Assist Committee Chair with DEI communications to the public
- Committee Chair
 - Determines high-level direction of DEI initiatives, based on member input
 - Facilitates regularly scheduled meetings, with support from the DEI Coordinator

- Committee Members
 - Attend monthly Committee meetings
 - Share community feedback and ideas
 - Lead and/or support specific initiatives and their underlying projects, based on interest and availability
 - Votes by a simple majority to approve funding requests, using funds as available from the VMBA DEI budget
 - Take part in one working group per session

For each major initiative, the Committee will collectively align on a set of annual goals and underlying projects, with target budget amounts and which individual members will lead. These goals and projects must align with the greater VMBA strategic plan. Timelines and interim goals will be developed for each project, with support from the Secretary, and used at monthly Committee meetings to track progress and identify areas in which additional support and/or discussion is needed.