



Diversity and Inclusion Subcommittee

JOB DESCRIPTION

The American Orff-Schulwerk Association is a professional organization of educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman.

The AOSA Mission is:

- To demonstrate the value of Orff Schulwerk and promote its widespread use
- To support the professional development of our members
- To inspire and advocate for the creative potential of all learners

Our Core Values are:

As music and movement educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman, we believe that:

- Every learner deserves the opportunity to actively create, improvise, sing, play, move, speak, and listen.
- Every learner should experience music and dance from cultures represented in both our diverse American society and the larger global community.
- Every learner deserves a passionate, committed music educator who values the importance of active music making.
- Every Orff Schulwerk educator deserves high-quality opportunities to improve their pedagogy and musicianship through active, collaborative professional development.
- Every Orff Schulwerk educator should cultivate the creative potential in all learners.
- Every AOSA member deserves opportunities to engage in open and constructive dialogue regarding the future and well-being of their chapter and the national organization.

AOSA Diversity and Inclusion Statement:

AOSA is committed to supporting a diverse and inclusive membership, promoting an understanding of issues of diversity and inclusion, and providing teaching and learning resources that respect, affirm, and protect the dignity and worth of all.

The Diversity and Inclusion Subcommittee is a standing subcommittee of the National Board of Trustees (NBT) of the American Orff-Schulwerk Association. This subcommittee is connected to the NBT through the Member Relations Committee, a standing committee of the NBT. The chair of the Diversity and Inclusion Subcommittee will be a member of AOSA appointed by the President. The Chair of Member Relations is the official liaison between the Diversity and Inclusion Subcommittee and the NBT. The AOSA Associate Director provides staff support for this subcommittee.

Updated 2020_6_K Petty

Our mission is to promote and support diversity and inclusion within all aspects related to the American Orff-Schulwerk Association in accordance with AOSA’s Mission, Core Values, and Diversity Statement. We do this with the discussion of important issues and implementation of action items to extend the importance of being a diverse and inclusive organization.

The tasks of this subcommittee are:

- Review and discuss diversity and inclusion issues identified by the NBT, offer feedback on the progress towards the resolution of such issues, and complete associated plans of action related to said issues.
- Review and discuss diversity and inclusion issues identified by the Diversity and Inclusion Subcommittee; make those issues known to the NBT, offer feedback on the progress towards the resolution of such issues, and complete associated plans of action related to said issues.
- Review existing and future AOSA programs and initiatives, and the implementation practices of such, in regard to diverse and inclusive practices; and, offer feedback on such practices in addition to completing associated plans of action.
- Assist in coordinating programming related to priorities as approved by the NBT.
- Complete plans of action in a timely manner as directed by the DI Chair and NBT.

Timeline

July The chair develops the agenda at least one week before the meeting date. The Chair of Member Relations and the chair of the DI Subcommittee will coordinate the tasks assigned by the Executive Committee and Member Relations Committee to be set on the agenda, in addition to any items the committee wishes to discuss. The finished agenda for the digital meeting will be shared with the committee at least two working days before the meeting date. The date for the subsequent digital meeting will be set before the end of the current call.

The July agenda should include, but is not limited to, the Subcommittee’s yearly goals, ideas for Reverberations articles, and POAs (plans of action)

The chair facilitates the digital meeting with committee members; Member Relations Chair places minutes, including POAs, in designated folder in Box

August The chair and Member Relations chair develop agenda (as outlined above) and share with committee for digital meeting at least two working days before the meeting date

The chair facilitates the digital meeting with committee members; Member Relations Chair places minutes, including POAs, in designated folder in Box

The Member Relations chair communicates the September NBT dates to the committee and committee chair

The chair writes the September Report and collaborates with the Member Relations chair in the final edit before submitting the report due to the NBT 3 weeks prior to the September NBT meeting

September The chair and Member Relations chair confirm November meeting time and location with the committee and Subcommittee sign-up

The chair and Member Relations chair develop agenda (as outlined above) and share with committee for digital meeting at least two working days before the meeting date

The chair facilitates the digital meeting with committee members; Member Relations Chair places minutes, including POAs, in designated folder in Box

October The chair and Member Relations chair develop agenda (as outlined above) and share with committee for digital meeting at least two working days before the meeting date

The chair facilitates the digital meeting with committee members; Member Relations Chair places minutes, including POAs, in designated folder in Box

The chair and Member Relations chair develops November meeting agenda (as outlined above) and distribute to committee members for preview

The chair writes the November Report and collaborates with the Member Relations chair in the final edit before submitting the report due to the NBT 3 weeks prior to the November NBT meeting

November Diversity and Inclusion Subcommittee meets during annual AOSA Professional Development Conference; Member Relations Chair places minutes, including POAs, in designated folder in Box

December/January The chair and Member Relations chair develop agenda (as outlined above) and share with committee for digital meeting at least two working days before the meeting date

The chair facilitates the digital meeting with committee members; Member Relations Chair places minutes, including POAs, in designated folder in Box

February The chair and Member Relations chair develop agenda (as outlined above) and share with committee for digital meeting at least two working days before the meeting date

The chair facilitates the digital meeting with committee members; Member Relations Chair places minutes, including POAs, in designated folder in Box

The Member Relations chair communicates the March NBT dates to the committee and committee chair

The chair writes the March Report and collaborates with the Member Relations chair in the final edit before submitting the report due to the NBT 3 weeks prior to the March NBT meeting

March/April/May The chair and Member Relations chair develop agenda (as outlined above) and share with committee for digital meeting at least two working days before the meeting date

The chair facilitates the digital meeting with committee members; Member Relations Chair places minutes, including POAs, in designated folder in Box

The chair and Member Relations chair updates Job Description and submit to Executive Committee

June The chair and Member Relations chair develop agenda (as outlined above) and share with committee for digital meeting at least two working days before the meeting date

The chair facilitates the digital meeting with committee members; Member Relations Chair places minutes, including POAs, in designated folder in Box

The chair and Member Relations chair organizes past files to share with incoming chairs by July 1

Outgoing Committee Chair Checklist

Provide the following to the subsequent committee chair by June 30:

Updated subcommittee JD
All passwords for subcommittee google accounts (if applicable)
All reports, summaries, and agendas for the past year
All pertinent files
Finalize all google docs and transfer to the new chair in appropriate format
Finalize all unfinished email business
Forward any pertinent emails
Organize all committee files
Communicate status of committee work and assist in prioritizing next steps
Assist the incoming chair as needed