



# Federal Executive Board of Minnesota

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**About the FEB Diversity Council:** The Diversity Council promotes and coordinates interagency programs to achieve representative employment of minorities, women and disabled persons throughout the local Federal work force. The Diversity Co-Chairs have oversight responsibility for the other Special Emphasis Councils of the Federal Executive Board. This council also oversees all subcommittees including the FACETS (Diversity Day) and Federal Women's Day Program Subcommittees. There will be a Diversity Council meeting the first Thursday of every month. During which there will be discussion of programs and events planned by the council and other representative agencies. There will also be agency announcements from each member about their agency.

Each member is also responsible for being involved in the programs and events put on by Diversity Council. The council is in place ultimately to serve as a source to network and to share information on programs and activities that relate to the enhancement of opportunities for all employees within the agencies those members represent.

## **Diversity Council Member Responsibilities:**

- Regularly attend Diversity Council meetings (including sub-committee meetings) and Council sponsored events. If unable to attend, members have the responsibility to contact another council member to be updated on events of the meeting.
- Inform their agency heads and agency employees of all Diversity Council activities and encourage them to provide their ideas and recommendations.
- Provide feedback about the concerns of all employees to the Diversity Council.
- Serve as an advocate for the concerns of the diverse workforce within the agency they represent.
- Serve as role models within their respective agencies and communities to enhance public service.

## **Applicant Requirements:**

- Applicant is highly motivated with a strong desire to accept increased responsibility and a desire to improve diversity in the Federal Government.
- Applicant must submit their request for inclusion to his or her agency or department head, receive support from their agency, and fill out the application packet.
- Applicant must participate in all of the committee meetings and events.
- **Applicant must complete, print, sign and submit the application.**

## **Diversity Council Application**

**Please complete this application thoroughly. Limit responses to the spaces provided. Select the information about yourself that you believe to be the most outstanding and relevant.**

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Name last/first/middle initial

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Agency/Position/Series/Grade/Rank

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Business Address

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Business Phone and Email

**Why do you want to become a member of the Diversity Council? What do you think you can contribute to the committee?**

### **APPLICANT/EMPLOYER AGREEMENT:**

**APPLICANT COMMITMENT:** Diversity Council is a once a month committee. The meetings begin at 9:30 and are usually completed within an hour and a half. There are also other events that Diversity Programs Council members need to attend.

**EMPLOYER COMMITMENT:** Employer must approve and sign the Employee Agreement that acknowledges the time commitment expected of a program participant.

**By signing this agreement, I acknowledge the foregoing conditions for participation in the FEB of Minnesota's Diversity Council.**

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Applicant's signature

Date

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Supervisor's printed name, date and phone number

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Supervisor's signature

**To submit application, please print, sign and submit my mail, fax or email: [Alyssa Poucher@nbc.gov](mailto:Alyssa.Poucher@nbc.gov)**