



Federal Executive Board of Minnesota

Suite 2250, 1 Federal Drive, St Paul, MN 55111 | (612) 713-7200 | Fax (612) 725-7150 | www.minnesota.feb.gov

About the FEB Diversity and Inclusion Council: The Diversity & Inclusion Council works to create and promote a diverse federal work environment that emphasizes a commitment to treat all people with dignity, trust, and respect by recognizing their beliefs, values and differences. This council oversees Diversity Day and Special Observances Months subcommittees. Diversity & Inclusion Council meetings will be held 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.

Diversity and Inclusion Council Participation:

Membership: Each member is responsible for being involved in the programs and events put on by the Diversity & Inclusion 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.

Email Distribution Group: The Diversity & Inclusion Council will also maintain an email distribution group to a larger audience of Diversity and Inclusion ambassadors. Those participating in the email group may not attend meetings, but will support the cause and mission of the Diversity & Inclusion Council through advocacy within their agency and through offering feedback and resources to the Council as they are available.

Diversity and Inclusion Council Member Responsibilities:

- Support and attend Diversity & Inclusion Council meetings (including sub-committee meetings) and Council sponsored events.
- Volunteer for leadership roles within the Council as needed, and share your leadership successes with your agency and supervisor.
- Complete and submit the attached application with the support of your supervisor.

Diversity & Inclusion Council Email Group and Member Responsibilities:

- Serve as an ambassador to your agency for all Diversity & Inclusion Council activities and encourage agency leadership to provide their ideas and recommendations to the Council.
- Provide feedback about the concerns of all employees to the Diversity & Inclusion Council.
- Share resources with the Council such as information about upcoming events for Special Observances months or contacts to support special drives (school supplies, food, clothing, etc.)
- 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.

- I am interested in being a part of the Email Distribution Group (fill out contact info only)
- I am interested in being a member of the Diversity & Inclusion Council (fill out full application below)

Diversity & Inclusion 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.

Name last/first/middle initial

Agency/Position

Business Address

Business Phone and Email

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

APPLICANT/EMPLOYER AGREEMENT:

APPLICANT COMMITMENT: The Diversity & Inclusion Council meets once a month. The meetings begin at 9:30 AM and are usually completed within an hour. The Diversity Day subcommittee meets prior to the meeting at 8:30 AM. There will also be events that Diversity and Inclusion 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 and Inclusion Council.

Applicant's signature Date

Supervisor's printed name Phone Number

Supervisor's signature Date

To submit application, please print, sign and submit my mail, fax or email: Alyssa_Bryan@ios.doi.gov