

DISC Committee Charter

Purpose (The WHY)

The purpose of this committee is to broaden the participation and inclusion of underrepresented groups in the NumFOCUS ecosystem, create and guide the implementation of initiatives that promote diversity, equity and inclusion in NumFOCUS projects, and provide a network of support and collaboration with diverse members of the community.

The work of the DISC Committee will support NumFOCUS's mission to promote open practices in research, data, and scientific computing and organize community-driven educational programs. The Purpose of the committee also aligns with NumFOCUS's vision for an inclusive scientific and research community that utilizes actively supported open source software to make impactful discoveries for a better world.

Mission (The HOW)

The committee will accomplish the purpose by:

- Focusing on building and improving upon the equity, diversity and inclusion (EDI) of the NumFOCUS community with the goal of sharing our work with the wider open source (OS) community as applicable.
- Serving as a resource for projects as they seek to broaden equitable, diverse and inclusive practices within their communities.
- Supporting initiatives that investigate how to improve EDI in our community
- Seeking to establish metrics or a method for quantifying demographics of NF projects
- Leading and promoting initiatives and events to facilitate collaboration around EDI topics for the NumFOCUS projects and ecosystem.
- This committee may serve in an advisory capacity in cases where support is needed for Code of Conduct incident response procedures but will not serve as the NumFOCUS Code of Conduct enforcement team.

Committee Composition

1. This will serve as a standing committee to meet ongoing needs around EDI for the NumFOCUS community.
2. Members

- i. There are many aspects or dimensions of diversity. Membership will reflect the [NumFOCUS Diversity Statement](#) and our global community. This committee will be proactive in recruiting members from the most diverse pool possible. This can include people from different genders, religious beliefs, race, marital status, ethnicity, parental status, age, education, physical and mental ability, income, sexual orientation, occupation, language, citizenship status, and geographic location. ~~This committee will evaluate implementing quotas one year after concerted efforts for outreach in elections.~~
- ii. The committee will consist of at least 3 members serving a 2 year term with an option for unlimited renewal, with an ideal maximum of 40% turnover.
- iii. Membership will include a minimum of one NumFOCUS staff member and one or more optional board seat(s).
- iv. General Members
 1. Responsibilities:
 - a. Attend meetings regularly as scheduled by the vice president/co-chair(s)
 - b. Actively participate in Slack and email discussions
 - c. Assist in carrying out the committee's objectives
 2. Elections
 - a. A call for nominations will be announced and led by the committee. The plan must include a strategic/targeted recruitment that aims to reach a diverse population especially groups identified as underrepresented in the community
 - b. An online application form will be created ~~to collect relevant information to be determined~~ by the officers.
 - c. Selection of new members will be determined by the officers and/or members using a rating system to be determined by the officers.
- v. Officers
 1. Chairperson(s)
 - a. Board appointed or elected by committee members for a two-year term.
 - b. Responsibilities:
 - i. Calls for scheduled meetings
 - ii. Sets the agenda for meetings
 - iii. Chairs the meetings according to a simplified version of Parliamentary Procedure - <https://cmo.smcgov.org/sites/cmo.smcgov.org/files/Parliamentary-Procedures-Cheat-Sheet1.pdf>
 2. Secretary
 - a. Board appointed or elected by committee members for a two-year term.

- b. Responsibilities:
 - i. Records and posts all public meeting minutes
 - ii. Submits quarterly reports to the NF Board of Directors
 3. The NumFOCUS Board of Directors will serve as advisors or make decisions as requested by the DISC committee including but not limited to decisions that involve leaders or situations involving conflict.

Meetings

1. The frequency of the committee meetings can be established by the committee, but it is suggested that they take place at least monthly.
2. A simple majority of the committee members shall constitute a quorum.

Committee Reports

1. Reports will be submitted to the board quarterly on or before the 15th of March, June, September, and December
2. Reports should include the following metrics:
 - Overview of activities, challenges, and outcomes
 - Budget update including spending for that quarter - if applicable

Making Changes to the Charter

The DISC Committee is established under Article 5, Sections 1-2 of the NumFOCUS Bylaws. Approved by the NumFOCUS Board of Directors 16 December 2021

The committee will review and evaluate its charter annually to ensure the content and direction is appropriate to the current needs of the group. The NumFOCUS board of directors will review and approve changes in the first quarter of the calendar year. The process for changing bylaws is as follows:

- Changes must be approved by the consensus of the committee throughout the year and approved by the NumFOCUS board at the end of the year
- Changes to the purpose or mission require board approval prior to voting