



OFFICERS & COMMITTEES
January 2021 – December 2021

PURPOSE

The Diversity and Inclusion Professionals of Central Pennsylvania (“DIPCPA”) was created in 2008 as a professional development tool for Diversity and Inclusion Practitioners. DIPCPA is a 501c3 Resource Entity that brings regional diversity professionals together to discuss the day-to-day implementation of initiatives at organizations and institutions within Central Pennsylvania. Members share experiences, resources, and generally connecting on a very specific level.

POSITION	NAME	POSITION DESCRIPTION
DIPCPA Chair	Sheldon Murray	Sets agenda for each meeting; manages meetings; represents organization at external events; succession planning and regular elections of officers; trains Vice-Chair to assume duties of Chair; generally, administers operation of DIPCPA.
Vice Chair	Amber Sessoms	Oversees operation of committees; gatekeeper of organizational tasks; assists Chair; represents organization at external events; Chair Elect in training to succeed the Chair
Treasurer	Ellen Min Hartman	Handles all financial matters in conjunction with The Foundation for Enhancing Communities, fiscal sponsor; communicates and follows up to ensure dues are timely paid; provides financial report at each meeting; works w/Membership Chair & Secretary to ensure Member Roster is accurate and up to date
Secretary	Joceyln Branam	Keeps minutes of each meeting and distributes minutes at least two weeks prior to next meeting (minutes would be at the broadest level: attendance, topics covered, action items, but without detail or sensitive comments as not to impede agreed upon safe environment and free flowing dialogue); provides notices of all meetings; keeps attendance records; arranges and provides conference call information for meetings; keeps a current copy of by-laws and officer/committee held position timeline; maintains both email distribution rosters – members and overall engagement branding .

COMMITTEES	COMMITTEE PURPOSE	MEMBERS
MEMBERSHIP Chair	Darice Mayhew	Maintains membership list, including contact information; ensures membership criteria is applied; solicits and provides information to prospective members; provides information regarding dues; ensures membership validations are sent to Treasurer; oversees design, content, and updating & printing of brochure.
PROGRAM Co-Chairs	Ann Moffitt Vondol Hammond	Plan topics for each meeting; secures member or external speaker(s), handouts/take-away for members, etc.; key contact for identified speakers; identifies learning/training opportunities for membership; provides meeting presentation content (if applicable) to Digital Media Chair for DIPCPA Website. Gatekeeper of Meeting Topics history.
Digital Media Chair	Hattie McCarter	Establishes and maintains DIPCPA Website, Facebook, Twitter, LinkedIn; administers e-learning resources including: articles and online resources; calendar of upcoming networking/community events; available workshops, seminars or training; vendor information (e.g. translators, MBE/WBE suppliers); and post takeaways, resources provided at meetings.

Commitment: Two-year term with renewable one to two year terms

"The Diversity & Inclusion Professionals of Central PA (DIPCPA) is a project of the Foundation for Enhancing Communities, fiscal sponsor."