



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

JOINT FORCES HEADQUARTERS – ALASKA

OFFICE OF THE ADJUTANT GENERAL

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JOINT BASE ELMENDORF-RICHARDSON AK 99505-0800

3 January 2022

NGAK-TAG

MEMORANDUM FOR ALASKA JOINT DIVERSITY EXECUTIVE COUNCIL (JDEC)

SUBJECT: Alaska JDEC Charter

1. VISION: Achieve an inclusive organizational culture that values diversity as a leadership strategy that is critical to mission effectiveness.

2. MISSION STATEMENT: Create and sustain an inclusive organization dedicated to activities and programs that institutionalize and leverage diversity & inclusion practices; attracting, recruiting, developing and retaining a diverse workforce where every individual has the opportunity, guidance, and information to reach their maximum potential and the organization as a whole is representative of the Alaskan communities we serve.

3. GUIDELINES:

a. Meetings will be held each quarter, at a time and location agreed upon by council members. A quorum is required to vote on any matter at a meeting. If a quorum is not present at the beginning of a meeting, voting will be postponed to a following meeting or obtained electronically.

b. An agenda and any reference material will be prepared and distributed to all council members and invited attendees at least five days prior to the meeting. All agenda items will have an assigned time limit and all meetings will be constrained within the planned timeframe. Minutes and attendance will be maintained and published for council review within five days after the meeting occurs.

c. This council will operate under general parliamentary principles. Members may recommend discussion on issues, and may make motions for votes on proposed actions. Proposed recommendations that will be presented to TAG require a simple majority vote of members, or their designated representatives, in attendance at the meeting.

d. The council may form subcommittees or working groups as standing entities or ad hoc groups for any purpose consistent with this charter. Subcommittees or working groups may meet separately from the council's quarterly meetings. Subcommittees or working groups will work within the guidelines established by the council and must report their recommendations to the council for discussion, deliberation and decisions as well as consultation prior to any direct reports to TAG.

4. ROLES AND RESPONSIBILITIES:

a. JDEC members are officially appointed by TAG to serve on the council as executive advisors to senior AKOM leadership. Each member has an equal voice regardless of military rank or position.

b. JDEC members shall provide mentorship and subject matter expertise to any working group established in support of the council's efforts. Working group responsibilities include:

(1) Reviewing and shaping issues or topics for presentation to the council

- (2) Coordinating with other committees, working groups, and subject matter experts
- (3) Providing recommendations to the council for decision and/or approval
- (4) Providing responses to council questions and/or tasks
- (5) Distributing communication to senior leaders or stakeholders

c. A recorder will be appointed in writing by TAG. Recorder roles and responsibilities are delineated further in the appointment memorandum.

d. Membership, as well as attendance and participation in meetings, is open to all members and employees of the AKOM.

f. The council prefers and strives to obtain overall committee membership of equal representation from an all-status perspective (including civilians), as well as enlisted and officer personnel. Additionally, the council seeks a balance considering the four major areas of diversity that include demographic, global, cognitive, and structural aspects of an individual (Refer to the AKOM Diversity & Inclusion Strategic Plan for further information on workforce diversity balance).

g. The following positions represent the minimum, enduring council representation. Additional members may be appointed to achieve the composite of attributes, experiences, and abilities this committee requires to advance the stated objectives of TAG and this council.

- (1) AAG-Army (Co-Chair)
- (2) AAG-Air (Co-Chair)
- (3) Chief of Staff-ARNG
- (4) Director of Staff-ANG
- (5) Senior Enlisted Leader
- (6) State Command Chief Warrant Officer
- (7) State Command Sergeant Major
- (8) State Command Chief
- (9) Recruiting and Retention Superintendent-ANG
- (10) Recruiting and Retention Command-ARNG
- (11) State Equal Employment Manager/State Diversity Initiatives Coordinator
- (12) Equal Employment Opportunity Counselor/State Diversity Initiatives Consultant
- (13) Junior enlisted members
- (14) Wing/Battalion Commanders (or designated representatives)

- (15) Alaska State Defense Force Commander (or representative)
- (16) Alaska Naval Militia Commander/Senior Enlisted Leader (or representative)
- (17) JFHQ Human Resource Officer
- (18) Human Resource Advisor (168WG/176WG)

5. RATIFICATION: This charter must be ratified by the council membership and approved by TAG. Upon signature below, this charter shall remain in effect until superseded by a subsequent charter.



TORRENCE W. SAXE, Maj Gen, AKNG
The Adjutant General