# STANDING **MEMBERS** & DELEGATES **GUIDE**

The CDEI, established by and reporting to the ASEE Board, unites all members to advance diversity, equity, and inclusion across engineering education. We bring together individuals and groups to foster DEI efforts throughout ASEE, offering opportunities for all members and the broader DEI community.

The CDEI is led by a trio of chairs-Chair, Past Chair, and Incoming Chair-each serving one-year terms. Operating under its bylaws and a strategic plan, the CDEI comprises Standing Members, Delegates, and Friends. Standing Members, Delegates, and Friends, each with their unique roles, are all integral to our mission. Standing Members (3-year term) are appointed from various diversity-serving divisions and organizational councils within ASEE, or nominated as a Member-at-Large (3 positions). All ASEE Divisions, Sections, and Zones may nominate a Delegate (2-year term) to serve on the Commission, while other ASEE members can stay connected and serve as Friends, supporting the shared mission to improve diversity, equity, inclusion, and belonging for everyone in engineering.

# **EXPECTATIONS, ROLES AND RESPONSIBILITIES**

# STANDING MEMBERS

Appointed from diversity-serving divisions and organizational councils within ASEE or via nomination to Member-at-Large.

- \* Pre-College Engineering Education Division
  \* Minorities in Engineering Division
  \* Women in Engineering Division
  Corporate Member Council

- Corporate Member Council
  Engineering Deans Council
  Engineering Technology Council
  Engineering Diversity Organization (i.e. SHPE, NSBE)
  ASEE VP Member Affairs
  ASEE Commission on P12 (non-voting member)

Founding Division Members\* and Members-At-Large Lead a Committee or Team: Oversee the work and activities of a committee, or team within CDEI. Other Standing Members actively participate.

**Attend Meetings:** Participate in all Executive Committee and general meetings to discuss strategies and progress.

#### **SHARED DUTIES**

**Event Participation:** Attend and support CDEI events such as virtual workshops, community events, and annual conference activities.

**Communication Liaison:** For Divisions with a Standing Member and Delegate, work together to ensure effective information communication to/from CDEI.

**Conference Duties:** Work at the CDEI booth during the annual conference (if in attendance), engaging with attendees and promoting DEI initiatives.

**Information Dissemination:** Share information from CDFI with their networks to ensure widespread awareness and involvement.

# **DELEGATES**

Representatives nominated by each ASEE division, section, and zone

**Active Participation:** Engage actively on a committee or team, contributing to the planning and execution of initiatives.

# **Attend General CDEI Meetings:**

Be present at general meetings to stay informed and contribute to broader discussions and decisions.

# **ACTION ITEMS AND GETTING INVOLVED**

**Unified Effort:** Focus on unifying DEI efforts across ASEE to ensure comprehensive and inclusive participation.

Find Your Niche: Identify your strengths and interests to engage meaningfully in CDEI activities.

**Commitment:** Honor your role and responsibilities with dedication and enthusiasm, contributing to the success of DEI initiatives.

**Inclusive Participation:** Encourage participation from everyone interested in promoting DEI within ASEE.

**Engage and Contribute:** Join committees, participate in events, and engage in discussions to advance DEI goals.