

Terms of Reference for DSI Volunteers

ESTABLISHING THE STEERING GROUP

The Diverse Sustainability Initiative (DSI) is a collaborative programme of work with the vision to transform diversity within the sustainability profession and wider environment sector. It is led by ISEP and works collectively with partners in the environment or sustainability profession to drive change. View the [DSI Vision & Mission](#).

TERMS OF REFERENCE

Role	The Diverse Sustainability Initiative has several different volunteer opportunities. The role of the DSI volunteers is to support the growth of the networks and inspire future activities, build momentum and a community.
Remit and responsibilities	<p><u>DSI Support Volunteers:</u></p> <ul style="list-style-type: none">• Meet and discuss progress on a regular basis with the Senior DSI Officer• Work collaboratively with other volunteers• Support with the running of the initiative, this might include, seeking resources• Promote the DSI <p><u>DSI Network Lead Volunteers:</u></p> <ul style="list-style-type: none">• Meet and discuss progress on a regular basis with the Senior DSI Officer• Work collaboratively with the co-lead• Lead the network meetings.• Advise on communication and content to share with the network.• Communicate with the network via the chosen platform.

	<ul style="list-style-type: none"> • Support with the running of the initiative, this might include, seeking resources. • Promote the DSI network.
Status	The steering group is accountable to the Senior Diverse Sustainability Officer at IEMA.
Membership and constitution	<ul style="list-style-type: none"> • There are up to six DSI Volunteers at one time • The tenure for each volunteer is up to 3 years • DSI Volunteers will be allocated specific tasks depending on their volunteer role, previous experience and interests. • Membership will be diverse and inclusive.
Meetings	<ul style="list-style-type: none"> • All DSI Volunteers will meet six times a year with the Senior Diverse Sustainability Initiative Officer, who will set the agenda and circulate at least seven days in advance of each meeting. • Minutes and actions of these meetings will be documented by the Careers and Education Team Administrator, with circulation to take place within one week of each meeting. • Any volunteer who misses three consecutive meetings (without mitigating circumstances) will be deemed to have resigned from their voluntary role, with substitute attendees not permitted. • DSI network meetings are held bi-monthly, which DSI Network Lead Volunteers will be expected to lead.
Reporting	<ul style="list-style-type: none"> • The DSI volunteers will report to the Senior Diverse Sustainability officer who sits in the Careers and Education team. • Progress updates on the initiative will be provided when relevant.

DIVERSITY IN ESTABLISHING THE STEERING GROUP

IEMA is committed to equality of opportunity and having a diverse workforce, volunteers and steering groups. We have put a significant amount of work into ensuring that our roles are accessible for all and that we are nurturing an inclusive and diverse culture.