



**PEDIATRIC ACADEMIC SOCIETIES, INC. (PAS)  
PAS DIVERSITY, EQUITY, AND INCLUSION (DEI) COMMITTEE CHARTER**

This charter aims to define the scope of responsibilities of the PAS Diversity, Equity, and Inclusion (DEI) Committee and the selection and terms of the Committee Chair and Members. For purposes of this charter, "Committee" is defined as the PAS DEI Committee. "Member Organizations" are defined as the following: American Academy of Pediatrics, Academic Pediatric Association, American Pediatric Society, and the Society for Pediatric Research. "Board Members" are those individuals who serve on the PAS Board of Directors.

**PAS DEI Statement (2023)**

The Pediatric Academic Societies (PAS) leadership and staff are committed to ensuring diversity, equity, and inclusion in all aspects of the PAS Meeting and related activities. PAS is committed to providing a safe environment that welcomes the respectful expression of diverse opinions and perspectives and is open to collegial, energetic debate and dialogue.

**Committee Goals/Purpose**

- Through data collection, impact assessment, and continued process improvement, build and operationalize an understanding of DEI in all aspects of the PAS Meeting, including program content, attendees, leadership, staff, and committees
- Ensure a safe environment—prior to, during, and after the meeting—that:
  - Welcomes respectful expression of diverse opinions and perspectives
  - Is open to collegial, energetic debate and dialogue
  - Supports the PAS vision: To be the premier North American scholarly child health meeting

**Committee Responsibilities**

- Review and analyze all PAS-related DEI data (annual and cumulative changes) and oversee preparation of selected data for inclusion in the PAS Annual Report
- Oversee evaluation and implementation of DEI training tools for PAS staff and leadership
- Annual review/revision of the PAS DEI Statement
- Create and oversee implementation of a PAS Lab designed to support PAS DEI Goals
- Work with Program Committee Leadership Team (PCLT) to:
  - Recommend DEI-relevant edits/additions to the annual PAS attendee survey
  - Assist in evaluating DEI meeting complaints/concerns (examples: 2021 Manels; 2022 SPR Presidential Plenary speaker); recommend response(s) & follow-up
- Facilitate open and transparent two-way communication with PAS stakeholders on DEI initiatives undertaken by PAS and by the PAS Partners, Alliances & Affiliates

**Committee Chair: Term, Selection, & Rotation**

- The Committee Chair shall be selected by the Board of Directors and shall be a PAS Director (current or former) or *ex officio* member of the Board. The Chair shall serve one two-year term and may, if PAS policy permits, serve a second consecutive term.

**Committee Members: Composition, Selection & Terms**

- The Committee shall have seven (7) voting Committee Members, including the Chair.

The PAS Executive Director and PAS Meeting Director shall serve *ex officio*.

- Voting members shall be:
  - 3 volunteers from the PAS Board of Directors (including the Chair)
  - 4 members, 1 selected by each of the 4 Partner organizations, using the following preferred criteria recommended by the Committee:
    - Experience or skills in DEI work and/or URiM lived experiences
    - Demonstrated effectiveness in organizational leadership; ideally, experience in meeting planning
    - Evidence of success in team-based work.
- Each Committee Member shall serve a term of three years. Members are eligible for reappointment to a second consecutive 3-year term, at the discretion of the PAS Board or appointing Partner, for a total of six years of service.
- The Committee shall invite *ad hoc* or ex-officio Committee members to add further subject matter expertise—when needed—and to annually review the Committee’s work
  - Should include a trainee and/or early career investigator; provide flexible terms of service.

#### Meeting Frequency and Location

- Monthly meetings are preferred; at least two meetings per year in-person, by video, teleconference, or similar means are required. Additional meetings may be scheduled as needed.

#### Meeting Participation & Manner of Acting

- Committee members are expected to be present at all meetings unless extenuating circumstances arise.
- Failure to meet expectations or violating any PAS policy may be treated as a resignation from the Committee. The Chair shall promptly alert the President to any positions so vacated, and any position thus vacated may be filled by action of the PAS Board.
- The Committee shall act by a majority vote of eligible Committee members. Substitute or proxy attendees or voters are not permitted.

#### Administrative Support

- The Executive Assistant of the PAS Executive Director or their designee will provide administrative support to the Committee and will seek suitable dates/times, prepare and distribute agendas, attend all meetings, prepare and distribute meeting minutes, and provide other administrative support as required.

#### Meeting Agenda and Materials

- Committee members may recommend agenda items by email to the Executive Assistant, designee, or the Chair. The Chair will finalize the agenda one week prior to the meeting, except when urgent matters require an expedited agenda preparation schedule.
- Committee materials will be made available to meeting participants at least one week before the meeting by email, via a secure website (Outlook and OnBoard, or similar tools), or by other means agreed upon by the Committee members.

#### Meeting Minutes

- The Executive Assistant of the PAS Executive Director or their designee will prepare meeting minutes that include attendance, a summary of the agenda items discussed, vote results, action items, related timelines, task assignments, and items tabled.
- Draft minutes shall be emailed to the Chair for review before being circulated to all Committee members. Approval of the prior meeting's minutes shall be a standing agenda item at the start of each Committee meeting.
- PAS Office shall maintain all official committee records.