



Diversity & Inclusion Task Force Recruitment & Retention Criteria



1. **Active Attendance:** Task Force Members should be available for most meetings. Those who miss three meetings in a row or who are absent for more than 50 percent of meetings within the past 12 months may lose their seat.
2. **Representative of County Employment:** Absent the community stakeholder seat, employees should represent a blend of the 25 agencies of the County of Ventura and should be in good standing.
3. **Commitment to Diversity & Inclusion:** Task Force Members should be strong champions of diversity and inclusion as demonstrated by public or private service that indicates support for these concepts. This includes demonstrating an appreciation for the differences among people and blending them productively. This person sees the benefit of having differing backgrounds and points of view in the workplace and leverages those differences in group processes and decision making.
4. **Commitment to Bringing People Together:** Task Force members should be committed to performing the role of a process facilitator choosing and using varied techniques of facilitation for managing participation, open communication, issue clarification, idea generation, dispute resolution, and consensus building. Further, they should be able to grasp the underlying interests, needs, desires, and motives of various stakeholders and use that understanding to find common ground, unite parties, and promote harmonious outcomes.
5. **Competency of Influencing:** Task force members should have the skills to persuade others to consider and adopt a new position or attitude on a topic. They should convincingly explain the benefits of a course of action or advantages over alternatives, providing examples to illustrate points. They should also show enthusiasm and belief in what s/he proposes.
6. **Competency of Leadership:** Task Force members should be keen at promoting the goal and showing the way. Leaders create a positive work environment in which all staff are motivated to do their best. They ensure that clear, challenging, attainable and measurable goals of the organization/department are clear. They convey confidence and optimism in the group's ability to overcome obstacles and accomplish its goals. This criterion is not limited to managers as many staff may serve in a lead capacity either in work groups or community settings.
7. **Competency in Conflict Management:** Task Force members should have the skills to improve interpersonally strained situations. We are seeking members who can deal with interpersonally and/or politically challenging situations calmly and diplomatically, diffusing tension. An ideal member may thoughtfully intervene in conflicts to facilitate communication and resolve problems, finding common ground when possible. It is necessary to be able to handle complaints and disputes with composure and tact.