

Town of Concord
Diversity, Equity, and Inclusion Commission
Charge

Approved: August 16, 2021

Amended: September 7, 2021

Revised: January 27, 2026

A. Background

The Town of Concord is committed to fostering a community in which all residents, employees, students, and visitors feel welcomed, valued, respected, and heard. In recognition of the Town's increasing cultural, racial, religious, and socio-economic diversity—and the need for intentional, sustained efforts to address inequities—the Select Board established the Diversity, Equity, and Inclusion (DEI) Commission.

The Commission serves as an advisory and coordinating body to help the Town identify, understand, and address issues of bias, discrimination, exclusion, and inequitable access to opportunity. Its work is informed by community input, lived experience, and best practices in diversity, equity, and inclusion, with the goal of strengthening civic trust, social cohesion, and a shared sense of belonging in Concord.

This charge is designed to be general and durable in scope. Therefore, the majority of this charge is written in a general way. However, the Select Board recognizes that in the year 2025, and the recent past, disturbing incidents of antisemitism, hate speech, racial bias and other forms of bias and exclusion are taking place in Concord. The Select Board categorically condemns such behaviors and seeks through its own work and the work of this Commission to promote community-wide engagement in the necessary, difficult, self-reflection to find solutions to address these challenges with empathy, compassion, dedications, respect and love.

B. Purpose

The purpose of the Diversity, Equity, and Inclusion Commission is to promote cooperation, understanding, and dialogue among residents of diverse cultural, religious, socio-economic, racial, and ethnic backgrounds, as well as diverse sexual orientations and gender identities, and to advance inclusion throughout the Town.

The Commission shall:

- Encourage learning, understanding, and unity by recognizing and addressing the intersections among diverse identities and lived experiences.

Concord DEI Commission Charge - January 27, 2026

- Promote fairness and equity by acknowledging historical and systemic disparities and supporting efforts that expand access to opportunity.
- Support the creation and maintenance of a welcoming community free from bias, prejudice, discrimination, and hate.

For purposes of this charge:

- **Diversity** is the presence and acceptance of all population groups and in particular groups that have been historically underrepresented or marginalized in social, political or economic situations or subjected to discrimination, bias, or prejudice, including—but not limited to—race, ethnicity, religion, disability, sexual orientation, gender identity, age, immigration status, and socioeconomic status.
- **Equity** is an approach grounded in fairness that recognizes differing needs and barriers, and supports the allocation of resources and opportunities in ways that enable all individuals to succeed.
- **Inclusion** refers to the active, intentional creation of environments in which diverse individuals can fully participate in decision making, access resources, and feel safe, respected, and valued.

C. Duties and Responsibilities

The Diversity, Equity, and Inclusion Commission shall help the Town and Select Board respond to all forms of bias against any social identity group using one or more tools from these categories of approaches:

1. Document and Inform -

The commission will document the experiences of all of Concord's social identity groups and seek to measure the progress toward inclusion and equity. It will gather and elevate first-hand experiences, develop observation methods, reports, tools and strategies—such as surveys or other fact-gathering methods—to assess the community climate and measure progress over time.

2. Educate -

Building on experience and best practices learned from elsewhere and the insights gained by documenting the experiences of Concord's people, the Commission will develop, promote and collaborate with other stakeholders to bring relevant educational and community-building experiences to Concord. Specifically, by:

- a. Facilitating community discussions, forums, and educational opportunities related to diversity, equity, and inclusion.
- b. Promoting awareness, engagement, and community-building activities that foster a more inclusive and welcoming environment and increase cultural awareness.

- c. Supporting efforts to diversify the Town's, boards, committees and workforce by promoting service and job opportunities at educational and community building events.

3. Design and recommend systemic responses -

The commission will help to evaluate and recommend systemic responses to support continuous improvement in the climate of the community. The Commission will work within the Town budgeting cycle and with the Town Manager and Select Board to identify investments and programs to be implemented. The commission should:

- a. Recommend actions that individuals, organizations, and the Town may take to reduce bias and advance equity and inclusion.
- b. Use surveys and fact gathering methods to determine program priorities and measure progress over time.
- c. Identify and promote the availability of culturally competent and mental health and support services for individuals and groups impacted by social identity experiences.
- d. Develop an action plan and specific programs to address antisemitism as it is manifest in Concord.
- e. Report to the Select Board at least semi-annually on plans, progress, challenges, and recommendations.

4. Coordinate and Collaborate -

The Commission will work with community organizations and leadership of the Town and Schools within Concord to achieve progress and develop programs. It will also coordinate efforts with peer communities in support of regional or statewide initiatives. The Commission will coordinate the development of its program plans and goals to the Select Board at least annually.

- a. Work in cooperation with Town and School leadership, community, cultural, and faith-based organizations, and peer municipalities to share resources and best practices.
- b. Establish subcommittees or working groups as needed and appoint liaisons to facilitate coordination with key stakeholders.
- c. Develop and maintain an annual strategic plan with goals, measurable outcomes, and timelines to guide the Commission's work.
- d. Advise on staffing and financial resources needed to support the Commission's work.
- e. Periodically review and recommend updates to this charge, in coordination with the Select Board, to ensure continued relevance and effectiveness.

D. Membership

The Diversity, Equity, and Inclusion Commission shall consist of nine (9) voting members appointed by the Select Board.

- Members shall be Concord residents and shall serve three year staggered terms, with approximately one third of the membership expiring each year.

Concord DEI Commission Charge - January 27, 2026

- Members shall collectively reflect the diversity of the community and possess qualifications, experience, or lived perspectives relevant to the Commission's mission.
- All applicants shall be considered based on their individual qualifications and ability to contribute to the Commission's work.

E. Other Considerations

The Commission shall elect a Chair and a Clerk.

All meetings and activities of the Commission shall comply with the Open Meeting Law, the Public Records Law, the Conflict of Interest Law, and all other applicable laws and regulations of the Commonwealth and the Town of Concord.

Requests for staff assistance or operating resources shall be made through the Town Manager in accordance with established Town procedures.