

Inclusion, Diversity, Equity, & Anti-Racism Task Force
Charge
January 27, 2020

Mission: The Lincoln Board of Selectmen (BOS) is creating the Inclusion, Diversity, Equity, & Anti-Racism Task Force (“IDEA” or “Task Force”) to celebrate and support diversity among Lincoln’s residents, work force, and students, and to establish a long-term action plan to identify and eliminate unconscious bias, to ensure just and equitable policies, and to actively promote a diverse and anti-racist community.

The IDEA Task Force is envisioned as a partnership between the Town and community groups and institutions. It shall consist of up to 11 voting members, including a member of the Board of Selectmen. In addition, the Task Force will encourage liaisons from groups not already represented by a voting member.

IDEA will make quarterly reports to the BOS and will recommend a longer-term action plan by Town Meeting 2022.

It is expected that the Task Force will work with an outside consultant as needed.

Goals:

- **Training:** IDEA Task Force members will go through training to build the group’s capacity to engage with the community around issues of inclusion, diversity, equity, and anti-racism.
- **Listening:** IDEA will gather first-hand experiences from residents, employees, and students.
- **Collaboration:** IDEA will serve as a central collaboration point for Town and community groups and committees.
 - The Task Force recognizes that Town and community groups may each have separate goals and initiatives that are related to, but not organized by, the Task Force.
- **Setting Metrics:** The Task Force will establish a baseline set of metrics that can be measured regularly.
- **Communication:** IDEA will establish regular communication tools to provide transparency to and to engage with the community.
- **Action:** IDEA will develop an action plan that includes specific financial and personnel resources needed for implementation, and identifies possible sources of support and funding.

Membership: The IDEA Task Force shall be appointed by the Board of Selectmen. All appointments will continue through Town Meeting 2022, at which time the action plan will recommend membership composition and terms going forward.

- *Voting Members (up to 11)*
 - Member, Board of Selectmen (1)
 - One member nominated by the Lincoln Housing Coalition (1)
 - One member nominated by the Council on Aging (1)
 - One member nominated by the LPS School Committee (1)
 - One current student of Lincoln-Sudbury Regional HS (1)
 - Up to six community members (may or may not be associated with a community organization) (6)

- *Liaisons* – These will be members who shall regularly communicate the work of IDEA to their groups and will be asked to weigh in on all decisions. Groups already represented on the Task Force will not need a formal liaison. The following list is a suggestion; all Town and community groups are encouraged to engage with the Task Force.
 - Town Boards: Planning Board, Historical Commission, Green Energy Committee, Conservation, Parks & Recreation, Celebrations Committee, Lincoln Library
 - Community Groups: WIDE, METCO Coordinating Committee, religious institutions, private preschools, Rural Land Foundation/Lincoln Land Conservation Trust, Lincoln Garden Club
 - Community Institutions: Historic New England, deCordova Sculpture Park & Museum, Drumlin Farm, Food Project, Farrington NatureLinc
- *Ex Officio Members*
 - Town Administrator or Designee
 - LPS Superintendent or Designee
 - COA Director or Designee

Governance:

- IDEA Task Force shall meet at least on a monthly basis.
- Meetings shall be open to the public in compliance with Open Meeting Law.
- All communications between members and with the public shall be in compliance with Open Meeting Law.
- The Task Force shall appoint a Chair, a Vice-Chair, and a Recording Secretary.

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