

The CAFP Justice, Equity, Diversity and Inclusion (JEDI) Task Force shall be responsible for identifying diversity and equity goals and measurements in specific support of the CAFP Strategic Plan objective to integrate justice, equity, diversity and inclusion into physician education, training and leadership. The JEDI Task Force members are appointed by the CAFP Board of Directors' (BOD) Executive Committee and make recommendations to the full Board for decision. Initial activities of the Task Force will be to conduct a landscape assessment and develop recommendations for a framework on how to promote and measure justice, diversity, equity and inclusion.

Responsibilities

Establish Definitions

- Define "diversity" within the context of CAFP diversity goals
- Define "equity" within the context of CAFP equity goals
- Consider how to apply a trauma-informed lens to the Task Force' work
- Determine the reference population (i.e. CA census, CA physicians, US physicians) against which representation should be measured
- Determine the target leadership groups within CAFP for which goals and measurements will be established (i.e. BOD, all committees, county chapters, delegations...)

Conduct Landscape Assessment

- Staff will conduct a landscape assessment of the reference population and prepare for Task Force review
- Staff will conduct a landscape assessment of target CAFP leadership groups and prepare for Task Force Review

Develop Framework

- Develop recommendations for a framework on how to promote and measure JEDI at CAFP, within the context of what CAFP can control and influence
- Establish goals, metrics, timeline and possible strategies and actions for physician education
- Establish goals, metrics, timeline and possible strategies and actions for physician training
- Establish goals, metrics, timeline and possible strategies and actions for physician leadership

Task Force Structure

Members, Terms and Appointment Process

Members will be selected by the Executive Committee in consultation with the CAFP CEO and Governance Manager.

Task Force members' initial term of service is estimated to be 6-12 months.

- Chair: The chair will serve as principal liaison between the Task Force and the full BOD. The chair will work with the Vice Chair, CEO and Governance Manager to set agendas and ensure materials are developed and distributed in a timely manner. The Chair will present committee recommendations to the BOD at quarterly Board meetings.
- Vice Chair: The Vice Chair will work in concert with the Chair, CEO and Governance Manager to set agendas and assist in facilitation of meetings, and otherwise support the Chair as needed.
- 5 to 9 additional members.
- CAFP Governance Manager – non voting; CAFP CEO, as needed – non voting.

Committee Member Requirements

Members are recommended to have at least 2 years of relevant CAFP committee and/or leadership experience. The committee shall represent a broad demographic of members, with training or a strong interest in DEI. Specifically, committee representation should include representatives from multiple practice settings and include a diverse and representative cross section of demographics and member

constituencies including but not limited to; New Physician, LGBTQ+, IMG, Women, Minority and generally representative of CAFP membership (gender, age, geography, etc.). At least 1 member of the Task Force shall be a medical resident or medical student.

Committee members must attend all meetings unless an absence is approved in advance by the Chair.

Decision Making

The Task Force serves in an advisory capacity to the Board and Executive Committee. All recommendations from the Task Force require a majority (no less than 50%) vote.

Meetings

The Task Force will meet at least quarterly (may initially meet every 1-2 months), via video conference, with one day-long in person meeting. The Task Force will be expected to respond to email requests for input and additional feedback, and review materials in advance of calls and meetings. Other meetings may be called by the Chair to discuss specific issues.

Process	Timeline
Staff work with Executive Committee on identifying potential members	March 2022
Staff Recruit Members	April - May 2022
EC Finalize Task Force Membership and Appoint Chair	May 2022
Staff Finalize Task Force Charter, with EC	May – June 2022
Staff Extend Invitations to Selected Task Force Members and Establish Meeting Schedule, with Chair	June 2022
Update to Board	July 2022 Board Meeting
Task Force Orientation Call	August 2022
Task Force Call to Address Definitions	September 2022
Staff Conduct and Prepare Landscape Assessment	October 2022
In-person Meeting <ul style="list-style-type: none"> • Task Force Training (Implicit Bias, or other, as a group) • Definition of Goals • Initial Priorities for Staff to Drive Progress 	November 2022 (possibly connected to Board meeting weekend)
Additional Task Force Meetings as Needed	Winter 2022-23
Develop and Present Draft Recommendations to Board, for Decision	January 2023 Board Meeting
Present at AMAM (As part of general update on SP)	March 2023