

**Equity, Diversity and Inclusion Committee Charters: Executive Sponsor, EDI Leadership Committee, EDI Advisory Committee, Employee Resource Groups and EDI Mentors**

	<b>EDI Executive Sponsor</b>
<b>Purpose</b>	Provide operational oversight in the development and implementation of EDI initiatives
<b>Objectives</b>	<ul style="list-style-type: none"> <li>● Create and execute the EDI Strategy and Plan, including EDI initiatives and actions in alignment with organization strategy. Adapt and update as needed.</li> <li>● Collaborate and communicate with leadership and the EDI Advisory Committee to ensure goals and targets of the EDI Strategy and Plan are met.</li> <li>● Ensure resources are available by proposing annual EDI activities and budget to leadership. Adapt to changing EDI budget needs, and advocate for resource allocation accordingly.</li> <li>● Report on KPIs outlined in EDI Strategy and Plan through quarterly reports to Executive Sponsor and Board.</li> </ul>

	<b>EDI Leadership Committee</b>	<b>EDI Advisory Committee</b>
<b>Purpose</b>	Provide operational oversight in the development and implementation of EDI initiatives	Provide guidance and support to the Executive Committee based on members' diverse lived experiences and perspectives
<b>Objectives of the Committee</b>	<ul style="list-style-type: none"> <li>• With advice from the EDI Advisory Committee, create and execute the EDI Vision, Strategy and Plan, including EDI initiatives and actions in alignment with organization strategy. Adapt and update as needed.</li> <li>• Collaborate and communicate with the college's Leadership Team and the EDI Advisory Committee to ensure goals and targets of the EDI Strategy and Plan are met.</li> <li>• Ensure resources are available by proposing annual EDI activities and budget to leadership. Adapt to changing EDI budget needs, and advocate for resource allocation accordingly.</li> <li>• Report on KPIs outlined in EDI Strategy and Plan through quarterly reports to Executive Sponsor and Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice and recommendations on the priorities, direction, and programs to enhance EDI initiatives, activities, policy and actions in alignment with organization strategy as per EDI Vision, Strategy and Plan.</li> <li>• Collaborate and communicate between the College community and the EDI Leadership Committee by: raising emerging issues, influencing the direction of the EDI Leadership Committee's strategy and initiatives, assisting in executing initiatives.</li> <li>• Hold the EDI Leadership Committee accountable by monitoring the execution of the EDI Strategy and Plan, raise issues with the EDI Leadership Committee and Executive Sponsor and support developing solutions to overcome issues.</li> <li>• Support the Policy Review Committee to identify and recommend areas for policy development and improvement.</li> </ul>
<b>Membership Criteria and Composition</b>	Committee membership would reflect the executive roles and functions required to achieve the EDI Vision and execute the EDI Strategy and Plan, for example, Human Resources, Finance, Operations, etc.	Committee membership reflects the inherent diversity of staff such as: race/ethnicity, gender identity, age, sexual orientation, mental health and physical disability. Members would also reflect the different divisions and teams at Selkirk College.

	<p>In addition to these criteria, members should be:</p> <ul style="list-style-type: none"> <li>● Passionate about Equity, Diversity and Inclusion</li> <li>● Willing to be champions of EDI at Selkirk College, and able to influence in all directions within the organization</li> </ul>	<p>In addition to these criteria, members should be:</p> <ul style="list-style-type: none"> <li>● Passionate about Equity, Diversity and Inclusion.</li> <li>● Willing to be champions of EDI at Selkirk College, and able to influence in all directions within the organization.</li> <li>● Able to commit to Committee membership for a minimum of 1 year.</li> <li>● Obtain approval from their direct supervisor and the Executive Sponsor to join the EDI Advisory Committee.</li> </ul> <p>Leads of Selkirk College ERGs, when required (Task Groups) will also be members of the Advisory Committee. It is recommended to keep the total number of members in the Advisory Committee between 10 and 15 members.</p>
<p><b>Formal Roles</b></p>	<p>The EDI Leadership Committee will have the following formal roles:</p> <ul style="list-style-type: none"> <li>● <b>Committee Chair is</b> responsible for providing the strategic direction of the Committee and acts as a link between the EDI Leadership Committee, the Executive Sponsor and the EDI Advisory Committee. They are responsible for meeting preparation and facilitation; ensuring input is received from all Committee members; following up on action items within the approved EDI Strategy and Plan; supporting preparation of updates and presentations for the Board.</li> </ul>	<p>The EDI Advisory Committee will have the following formal roles:</p> <ul style="list-style-type: none"> <li>● <b>Committee Coordinator</b> is responsible for providing the strategic direction of the EDI Advisory Committee and acts as a link between the EDI Advisory Committee, the Executive Sponsor and the EDI Leadership Committee. They are responsible for meeting preparation and facilitation; ensuring input is received from all Committee members; following up on action items; supporting preparation of updates and presentations for the Board.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>EDI Leadership Committee Members</b> are responsible for executing action items related to their functions, raising issues and providing solutions.</li> </ul> <p>There is no term limitation for Committee members as long as their functions are relevant to the EDI Strategy and Plan.</p>	<ul style="list-style-type: none"> <li>● <b>EDI Advisory Committee Mentors</b> responsible for providing guidance to all members, including Advisory and Executive Committee members.</li> <li>● <b>EDI Advisory Committee Members</b> responsible for contributing to Committee discussion and providing their perspectives and guidance</li> </ul>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Develop, in collaboration with the EDI Advisory Committee the EDI Vision, Strategy and accompanying multi-year plan.</li> <li>2. Execute a multi-year plan to fulfil both short-term and long-term objectives, which: <ol style="list-style-type: none"> <li>a. Reflects a deep understanding of current state of EDI within the college</li> <li>b. Addresses Selkirk College’s most pressing and high impact EDI needs</li> <li>c. Integrates EDI strategic priorities within broader organizational priorities</li> <li>d. Defines KPIs for monitoring utilization and effectiveness of strategy and initiatives</li> </ol> </li> <li>3. Monitor progress and effectiveness of the Strategy and Plan</li> <li>4. Communicate EDI initiatives and progress among leaders and employees within organization units</li> </ol>	<ol style="list-style-type: none"> <li>1. Support the development of the EDI Vision, Strategy and accompanying multi-year plan</li> <li>2. Offer continuous input and recommendations to support the execution of the EDI Strategy and Plan.</li> <li>3. Develop mechanisms to support: <ol style="list-style-type: none"> <li>a. Identification of EDI barriers that contribute to employees or groups of employees experiencing exclusion or inequity</li> <li>b. Clear communication of Selkirk College’s Vision and Strategy for EDI</li> <li>c. Relevant, appropriate and timely EDI education and development for all Selkirk College employees</li> </ol> </li> <li>4. Recommend mechanisms to monitor compliance and effectiveness of the strategy and its initiatives</li> <li>5. Seek insight, feedback, awareness, current research and best practices on issues of culture, equity, inclusion and diversity, and</li> </ol>

	<p>5. Prepare quarterly updates on Selkirk College's EDI initiatives for the Executive Sponsor and Board</p>	<p>ensure these perspectives are shared with the EDI Leadership Committee and Executive Sponsor</p> <p>6. From time to time, establish and engage Employee Resource Groups and/or employees by:</p> <ul style="list-style-type: none"> <li>a. Providing a forum for them to raise concerns and/ or questions related to Equity, Diversity and Inclusion</li> <li>b. Soliciting feedback on relevant recommendations, including vision and strategy, to ensure diverse viewpoints are reflected</li> </ul> <p>7. Assist in rolling out EDI activities and events, as per Strategy (e.g. staff education and training events; diversity awareness days, etc.)</p> <p>8. Prepare quarterly updates on Selkirk College's EDI initiatives for the Executive Sponsor and EDI Leadership Committee</p> <p>9. Contribute to a community of practice bringing together those working on EDI initiatives across campus and beyond to support, recognize, amplify and harmonize successful approaches</p>
<p><b>Operational Procedures</b></p>	<p>The Committee will:</p> <ul style="list-style-type: none"> <li>● Meet every six weeks for 2 hours</li> <li>● Schedule and participate in ad hoc meetings as needed</li> </ul>	<p>The Committee will:</p> <ul style="list-style-type: none"> <li>● Meet monthly for 2 hours</li> <li>● Schedule and participate in ad hoc meetings as needed</li> </ul>

	<ul style="list-style-type: none"> <li>• Record and post minutes for all regularly scheduled meetings on SharePoint</li> <li>• Meet with EDI Advisory Committee quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Record and post minutes for all regularly scheduled meetings on SharePoint</li> <li>• Meet with EDI Leadership Committee quarterly</li> </ul>
<b>Delegation of Authority</b>	The Committee has authority to gather data, identify and prioritize recommendations, get approval from the Executive Sponsor and Board and execute approved initiatives.	The Committee has authority to gather data, identify and prioritize recommendations, and put recommendations forward to the EDI Leadership Committee and Executive Sponsor for consideration and approval.

	<b>Employee Resource Groups</b>
<b>Purpose</b>	Provide guidance and support to the Advisory Committee based on group membership and lived experiences.
<b>Objectives of the ERGs</b>	<ul style="list-style-type: none"> <li>• provide a welcoming and inclusive environment for all employees and create community.</li> <li>• provide an opportunity to network and mentor.</li> <li>• provide a communication conduit between the leadership and employees.</li> </ul>
<b>Membership Criteria and Composition</b>	<ul style="list-style-type: none"> <li>• ERGs demonstrate diversity, openness, understanding and inclusiveness.</li> <li>• ERGs are led by employees for all employees.</li> <li>• ERGs adhere to X's core values, policies and procedures</li> <li>• ERGs promote long-term organizational &amp; cultural benefit with X as well as professional/ personal benefit to participants</li> <li>• Supported by an executive sponsor</li> </ul>
<b>Formal Roles</b>	<p>The Employee Resource Groups will have the following formal roles:</p> <ul style="list-style-type: none"> <li>• <b>ERG Chair is</b> responsible for providing the strategic direction of the group and acts as a link between the Advisory Committee, Executive Committee, the Executive Sponsor and the ERG. They are responsible for meeting preparation and facilitation; ensuring input is received from all group members; following up on action items within the approved EDI Plan; supporting preparation of updates and presentations for the Advisory Committee.</li> <li>• <b>ERG Members</b> are responsible for executing action items related to their functions, raising issues and providing solutions.</li> </ul> <p>There is no term limitation for group members as long as their functions are relevant to the EDI Strategy and Plan.</p>
<b>Structure</b>	<ul style="list-style-type: none"> <li>• They have a leader (or leaders) who fulfil leadership duties</li> <li>• They have a unifying purpose</li> <li>• They foster connections within the organization</li> <li>• They have membership from across all levels of the organization</li> <li>• They welcome all employees, while centering specific experiences.</li> </ul>

	<ul style="list-style-type: none"><li>• Providing an opportunity to listen, learn and share.</li></ul>
<b>Operational Procedures</b>	<p>ERGs will:</p> <ul style="list-style-type: none"><li>• Meet every month for 2 hours</li><li>• Schedule and participate in ad hoc meetings as needed</li><li>• Record and post minutes for all regularly scheduled meetings on SharePoint</li><li>• Meet with EDI Advisory Committee Chairs quarterly</li></ul>