# TERMS OF REFERENCE
# EQUITY, DIVERSITY, AND INCLUSION ADVISORY COMMITTEE

## 1. Purpose

The purpose of the Equity, Diversity, and Inclusion (EDI) Advisory Committee (hereafter referred to in this document as the Committee) is to provide guidance and support to the Selkirk College Leadership Team, based on members' lived experiences, expertise, and perspectives.

The Committee:
a. Provides advice, recommendations, and influence to enhance EDI initiatives, activities, and policies as per the EDI Plan.
b. Ensure accountability of the Selkirk College Leadership Team by monitoring the execution of the EDI Plan.

## 2. Responsibilities

a. To support the review of the EDI Plan at regular intervals.
b. To offer continuous input and recommendations to support the execution of the EDI Plan and strategy.
c. From time to time, to establish and engage employee resource groups and/or employees by:
    i. Providing a forum for them to raise concerns and/or questions related to EDI,
    ii. Soliciting feedback and recommendations on programs and strategy, to ensure diverse viewpoints are reflected,
    iii. Contributing to a community of practice to support, recognize, amplify, and harmonize successful approaches to EDI.

## 3. Membership

The committee will make a general call to all Selkirk College employees for expressions of interest in membership as needed. Expressions of interest should contain information about the individual's interest in participating and any pertinent background information on their experiences with the committee's guiding principles (equity, diversity, inclusion, intersectionality, and accessibility). The Executive Sponsor will appoint one individual from the Selkirk College Leadership Team to be a committee member. The Committee shall be between five and eleven members.

The committee membership should:

a. Reflect the inherent diversity of the Selkirk College community such as: race, ethnicity, gender identity, age, sexual orientation, and disability.
b. Reflect different divisions and teams at Selkirk College.
c. Champion and promote EDI at Selkirk College.
d. Commit to Committee membership for a minimum of one year;
e. Obtain approval from their direct supervisor, the Committee Chair, and the Executive Sponsor (President and CEO of Selkirk College) to join the Committee.

## 4. Consensus

Principle: Every member feels safe and heard; recommendations are to be formed by consensus. Consensus means that no Committee Member has a paramount objection to the proposal. If reaching a consensus proves challenging, the Chair should place alternatives before the Committee such as referring the issue (to a small group or a subsequent meeting, etc.), withdrawing the proposal, or amending the proposal.

## 5. Quorum

50% of the membership

## 6. Chairperson

The Chair shall:
a. Be elected from the membership yearly; the position is held from Aug 1- July 31, with election for the upcoming term taking place in June.
b. Provide strategic direction for the EDI Advisory Committee with member input.
c. Liaise between the EDI Advisory Committee and the Executive Sponsor (President and CEO of Selkirk College) quarterly or as needed.
d. Prepare for and facilitate Committee meetings.
e. Ensure input is received from all Committee members.
f. Approve new Committee membership with member input.
g. Follow up on action items.

**7. Meeting Procedures**

a. Frequency of meetings: Monthly
b. Agenda development: Chair
c. Minute taking: Executive Assistant, Associate Vice-President, Student Success
d. Stipulations: Meetings are open to guests with advanced notice to the Committee Chair.
e. Access to Committee: Through Chair

**8. Reporting Procedures and Timelines**

a. Minutes will be provided to committee members monthly
b. Quarterly update to Leadership Team
c. For Internal and External statements and Interviews, the Chair will speak on behalf of the Committee with membership input. On occasion, a member may be appointed to make a statement on the Committee's behalf with consensus.
d. TOR (Terms of Reference) revised annually to meet current needs