

# **Belonging and Inclusion Committee**

---

## **Terms of Reference**

---

### **Mandate**

The mandate of the Belonging and Inclusion Committee (the “Committee”) is to assist the Board of Directors in fulfilling its responsibilities for activities related to:

- researching and documenting best practices for belonging and inclusion.
- evaluating and promoting belonging and inclusion in the association and championing diversity in the profession.
- evaluating and conducting activities to increase belonging and inclusion among the membership and volunteers of the association.

The Committee is a standing committee of, and reports to, the Board of Directors.

### **Composition**

The Committee consists of:

- At least five members, with a range of regional and demographic representatives as determined by the Nominating Committee.
- the Chair of the Committee is a member of the OACETT Board of Directors, as recommended by the Nominating Committee and elected by the membership.

The majority of the Committee will be composed of members from underrepresented demographics as determined by the Committees Profile.

At least one member of the Committee will have, to the extent feasible, background and experience in diversity, equity and inclusion.

### **Authority**

The Committee may initiate investigations or studies of matters that reflect on belonging and inclusion issues of OACETT, or such other matters as deemed appropriate by the Board of Directors.

The Committee may obtain expertise and assistance from external Human Resource, Governance or other third-party advisors as required to assist in the execution of Committee

responsibilities. Use of these services, along with associated costs and contractual obligations shall be reported to the Board of Directors periodically.

The Committee shall act within budget requirements established by the Board. The budget for projected activities for the following year's Committee shall be submitted as required to the Board of Directors.

### **Duties and Responsibilities**

The Committee shall conduct research activities to fulfill the Committee mandate, including:

- Conduct analysis of the OACETT membership database, undertaking appropriate surveys as required.
- Collect data on demographics within the professional community, including school and college enrolment.
- Determine future statistical information requirements, including management reports and future resourcing requirements.

The Committee shall coordinate belonging and inclusion education activities for the Board of Directors and all committees, including itself.

The Committee will advise the Board of Directors on best practices with regard to belonging and inclusion; and make recommendations to update OACETT policies and processes, and internal and external communications.

The Committee will provide support with respect to belonging and inclusion to the Board of Directors and Nominating Committee. The Belonging and Inclusion Committee will advise on these factors as they relate to succession, nominations, and elections activities, and on the development and review of the Board of Directors and Committees Profiles.

The Committee will advise the Board of Directors on belonging and inclusion during strategic planning activities.

The Committee will liaise with other committees and Board entities to support belonging and inclusion considerations within all committee activities.

The Committee shall review its processes on a regular basis and recommend improvements to the Board of Directors.

The Committee shall submit a report to the Board of Directors on its activities at each meeting of the Board.

The Committee shall carry out such other duties to fulfil its mandate and duties as may be delegated by the Board of Directors.

### **Review of Terms of Reference**

To be reviewed annually by the Belonging and Inclusion Committee and every five years by the Board of Directors.