

Terms of Reference

Equity and Diversity Committee (EDC)

Issue Date: October 10, 2007

Review Date: March 29, 2017

Approved by:

Review by:

<p>Legislated and other Mandate approved by Council</p>	<p>Recommend action plan to integrate equity and diversity values and principles into the general policy and business operations of PEO.</p> <p>[DATE APPROVED BY COUNCIL – February 27, 2004]</p>
<p>Key Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1. Develop an Equity and Diversity policy. 2. Recommend mechanisms to ensure: <ol style="list-style-type: none"> a) there are no groups excluded from the structural life of PEO and communicate PEO's clear commitment to the values and principles of equity and diversity. b) that regulatory procedures for licensing, complaints, discipline and enforcement, and all PEO meetings and communications with members and the public, reflect the values set out in PEO's Equity and Diversity policy. c) there is equity and diversity training for committee members, PEO staff, Councillors, Chapter executives and other volunteers. 3. Recommend mechanisms to monitor compliance and effectiveness of the PEO's Equity and Diversity policy 4. Through PEO publications and materials, inform engineers in the diverse groups about services available and their rights and obligations, and inform engineers about the contributions of the diverse groups to the building of the profession. 5. Be a catalyst for new initiatives that will help develop an understanding of and commitment to equity and diversity. 6. Provide a forum for the diverse groups to raise concerns 7. Encourage members of the diverse groups to consider engineering as a career profession. 8. Prepare an annual report on <i>PEO's Equity and Diversity Initiatives</i>.
<p>Constituency, Number & Qualifications of Committee/Task Force Members</p>	<p>There shall be no more than 9 members, reflecting the diversity and demographics of the profession, but having a balance so that the views of the diverse groups and the membership at large are adequately represented. Representation of minority and under-represented groups will draw upon the fullest possible range of skills and support from members and staff to meet the needs of a diverse group of stakeholders.</p>
<p>Qualifications and election of the Chair</p>	<p>The Chair is elected by majority vote of the Committee. The candidate for the Chair shall have been a member of the Committee for a minimum of two years. Elections shall be held at last meeting of the year or at the first meeting after Council approves the slate of committee members for the next year.</p> <p>Candidates for Chair shall be nominated by members of the Committee at the meeting before the last meeting of the year.</p>

Qualifications and election of the Vice Chair(s)	The Vice Chair is elected by majority vote of the Committee.
Duties of Vice Chair(s)	Other than chairing meetings in the absence of the chair there are no specific duties for the Vice Chair.
Term Limits for Committee Chair and Vice Chair	The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position, once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative committee service.
Term Limits for Committee Members	Committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed, but shall retire from the committee for at least six (6) years after ten (10) years of cumulative committee service.
Succession Planning	Note: All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.
Quorum	In accordance with Wainberg's Society meetings, quorum is 50 percent + one of the committee membership, including the Chair.
Meeting Frequency & Time Commitment	The committee normally meets up to six (6) times during the year. Members are expected to attend at least four (4) of these meetings. Some sub-committee work is expected outside of formal committee meetings to prepare and review committee-related documents.
Operational year time frame	Calendar year (January to December)
Committee Advisor	Fern Gonçalves, Director, People Development