



## **POLICY 8.12**

### **TERMS OF REFERENCE**

#### *Equity, Diversity, and Inclusion Committee*

#### **POLICY INTENT**

This Policy defines the roles and objectives of the Equity, Diversity, and Inclusion (EDI) Committee.

#### **POLICY**

##### **Role**

- 8.12.01 The Committee is a standing committee formed by Council to develop ideas and mechanisms that improve and encourage the awareness and visibility of EDI as core values of AUSU.
- 8.12.02 This Committee uses Policy 2.18 Equity, Diversity, and Inclusion as its guiding document.

##### **Authority**

- 8.12.03 The Equity, Diversity, and Inclusion Committee is a standing committee with the authority to:
  - a. request information from any source that the committee deems appropriate in the support of their roles and responsibilities; such requests shall be forwarded by the Committee Chair to the Executive Director who will determine the best way to obtain the required information;
  - b. request funds from Council to support their activities and utilize any granted funds in the manner outlined in the request;
  - c. make recommendations to council on anything which falls under the Committee's role.

##### **Responsibilities and Objectives**

- 8.12.04 The Committee will identify the specific EDI needs of AU undergraduate students.
- 8.12.05 The Committee will aid the Executive Committee in their efforts to advocate on identified issues for the needs of equity-deserving students.
- 8.12.06 The Committee will support the creation of initiatives brought forward by the Indigenous Circle at AUSU, as needed.
- 8.12.07 The Committee will identify and support the creation of an ad hoc committee or a working group of the EDI Committee as required.

- 8.12.08 The Committee will help the Vice President Community and Wellness plan, create, and provide feedback on events and EDI-related services for AU students throughout the term.
- 8.12.09 The Committee will inform and support the annual EDI Report and Recommendations as compiled and edited by the Vice President Community and Wellness at the end of each Council term year.
- 8.12.10 The Committee will strive to apply an EDI lens to all current and future policies and procedures to ensure that these values are embodied in governing documents.
- 8.12.11 The Committee Chair will liaise with the AUSU President, Vice President External, and Indigenous Circle Representative before each meeting to include external advocacy priorities in each meeting agenda.
- 8.12.12 The Committee may review and suggest edits the AUSU Style Guide as needed to ensure that the guide promotes inclusive language when it is used for the formatting of all AUSU documents and publications.
- 8.12.13 The committee will review this Term of Reference, as well as policy 2.18 Equity, Diversity, and Inclusion and other EDI related policies annually, and recommend changes to Council to ensure it remains relevant and meaningful.

### **Membership**

- 8.12.14 The Equity, Diversity, and Inclusion Committee is a standing committee with the authority to:
  - a. the Vice President Community and Wellness as Chair, or as decided by the Executive Committee;
  - b. a minimum of four (4) Councillors, including Executive Councillors, as voting Members;
  - c. up to three (3) voting Members-at-Large as per policy 2.07 Member Representatives on AUSU Committees;
  - d. the Executive Director as non-voting ex-officio member; and
  - e. a total membership of a minimum of four (4) and a maximum of eight (8) voting members.
- 8.12.15 The Vice President Community and Wellness or Executive Councillor will create meeting agendas, monthly Council Reports, and communicate with the Committee via email.
- 8.12.16 Membership must consist of a majority of Councillors as voting members as per Policy 2.11 Committee Governance.

### **Meetings**

- 8.12.17 The committee shall meet up to six (6) times annually (every two (2) months) by teleconference.
- 8.12.18 Additional special meetings may be called periodically.

## Reporting

- 8.12.19 The Chair of the Committee shall provide a written report of the Committee's activities for monthly Council meetings.
- 8.12.20 Each report shall include the following:
- a. information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
  - b. a list of each work item the Committee addressed, and details of the Committee's contribution;
  - c. updates on current projects; and
  - d. upcoming items the Committee will be addressing.

## RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

### This Policy References

Policy 2.07 Member Representatives on AUSU Committees

Policy 2.11 Committee Governance

Policy 2.18 Equity, Diversity, and Inclusion

### This Policy is Referenced by

None

## POLICY RESPONSIBILITY

Council

## POLICY HISTORY

Original Approval Date: February 17, 2021

Last Review Date: February 16, 2023

Review by Date: February 2025