



CASI Diversity Advisory Group

Terms of Reference

Group: Diversity Advisory Group

Group Chair: Rob Whelan + 1 BoD member (TBD)

Date proposed: Sept 2024

Purpose

The purpose of the Diversity Advisory Group (DAG) is to guide CASI-ACMS as we strive to be reflective of, and accessible to the various communities we serve and seek to serve. The DAG will act in an advisory role providing support to the association on matters regarding diversity, equity and inclusion (DEI). The DAG will be an ongoing forum for consultation and provide feedback and recommendations on matters related to diversity and member representation.

Objectives

- To support the Executive Director, staff member(s) or the Board of Directors in the development, implementation and monitoring of the CASI membership diversity plan and strategies.
- To advise the Communications and Engagement Manager on any DEI related content destined to be shared with the CASI members, staff and industry stakeholders where appropriate.
- To ensure that the DAG maintains diverse membership and engagement that is reflective of the organization and the people it serves and seeks to serve.

Composition

The DAG will be comprised of a minimum of five (5) members that reflect the diversity that exists within the association and areas of service offered. Membership should include joint representation from volunteers and employed staff. The co-chairs will monitor the composition of the group.

The composition of the DAG will include the following:

- Minimum of one (1) Board of Directors representative
- Minimum of one (1) staff / employee representatives
- Minimum of three (3) members at large representatives

Additional members may be recruited to support the group based on current and on-going projects/initiatives and the ways that diversity is or is not represented on the group. Applications from people with lived experiences within marginalized populations will be prioritized and their voices will be given equal weight in all group discussions/projects.

Chair Structure and Group Membership

The DAG will be co-chaired by the Communications & Engagement Manager (CASI staff) and one CASI Board member (volunteer).

The term for the volunteer members of the DAG will be for a period of one (1) year with the possibility of being reappointed at the end of their term. Members are asked to provide two (2) months' notice if they wish to leave the group. The expectation is that group members attend meetings regularly, and support the objectives of the group. Meetings for the year will be scheduled in advance. In the event that a member misses more than two (2) consecutive meetings, without notice, the co-chairs will meet with them to discuss possible obstacles and review of the individual's ability to participate. Minute taking will be rotated among the group's members.

Co-Chair Responsibilities

- Preside over the conduct of the meeting, including the preservation of good order and decorum and deciding all questions relating to the orderly procedure of the meetings
- Scheduling group meetings
- Reviewing of previous minutes
- Requesting and documenting agenda items
- Developing the agenda with the chair.
- Ongoing communication with group members
- Tracking of attendance and group composition
- Selection of new DAG members and the facilitation of their onboarding to the group
 - Selection criteria will be based on, but not limited to lived experience, professional DEI experience, availability for regular meetings or any combination of these.

Operating Procedures

The following applies to the DAG:

- A. If an Advisory Group Chair is not present within the first ten (10) minutes of a meeting or has previously sent their regrets, the members present shall appoint, by consensus another member as Acting Chair, who will preside for the duration of the meeting.
- B. Final decisions will be made by the co-chair of the group based on the advice and group consensus.
- C. Meeting agendas will be available to members a minimum of one (1) week prior to the upcoming meeting.
- D. Meeting minutes shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations. Minutes will be approved by the group at the next meeting, and will be distributed to group members within one (1) week of the respective meeting.

Meetings

Meetings will be held virtually (ZOOM, Google Meet). The DAG will have a minimum of one (1) quarterly meeting. Meeting frequency may be increased based on projects, tasks and work plans. Ongoing communication among group members will be facilitated by Slack messenger. Any accessibility accommodations required by members should be brought to the attention of the Chair(s), and will be provided to the best of their ability.

Budget

Any requirement for funds to deliver projects will be included in the yearly budget of CASI, and is subject to the organizational approval processes and policies.

Reporting Responsibility

The DAG will act in a consultative capacity to the Executive Director.