

Terms of Reference: Equity and Diversity Committee

Approval Date: February 29, 2024

Type and Reporting Structure

The Equity and Diversity Committee:

1. Is a standing committee of the Association (Bylaw 11).
2. Is responsible to Executive (Bylaw 11.2) and reports its recommendations to Executive through the Director responsible for liaising with the Committee.

Purpose

The standing committees of the Association provide the Executive with the expertise, recommendations, and advice required to manage the affairs of the Association and the interests of the members (Bylaw 11.1).

Responsibilities and Deliverables

The responsibilities of the Equity and Diversity Committee are:

1. Identify and make recommendations to Executive for advocacy on issues impacting members and their work (Bylaw 14.1.1);
2. Monitor and report, through the Equity Officer, to Executive on Association policies or activities that may perpetuate inequity in treatment of members (Bylaw 14.1.2).

The Committee shall also:

1. Develop and manage a process for the AASUA to analyze anonymous aggregate data regarding members as approved by Executive which could be sourced from Primary Employment Data (provided under Article 5.03 of the collective agreement) or member surveys for questions of equity.
2. Create working groups, reporting to the committee, to investigate specific questions of inequity.
3. Participate in bargaining planning activities of each of the AASUA constituencies to collect issues related to equity, diversity and inclusion.
4. Review all UAPPOL Policies sent to AASUA for issues of equality, diversity and inclusion.

5. Promote equity, diversity and inclusion within AASUA.

Authority

The Equity and Diversity Committee makes recommendations to Executive for policy or action on the part of the Association.

The committee also reports to Executive on possible impacts of Association policies or activities.

Membership

1. The committee comprises one Chair and members appointed to the committee by AASUA executive as voting members. (Bylaw 11.4)
2. The Equity and Diversity Officer serves as Chair of the Equity and Diversity Committee. (Bylaw 8.6.1)
3. Members of the committee are appointed by Executive. (Bylaw 7.2.6)
4. Members of the Committee serve a two-year term, commencing July 1st and ending June 30th. A member may serve a maximum of six consecutive terms.
5. The President is an ex officio non-voting member of the committee (Bylaw 8.2.2).
6. The Executive Director may be made an ex officio member of the Equity and Diversity Committee by Council (Bylaw 10.1.8).
7. Vacancies on the committee may be filled at any time.

Meetings and Voting

1. The Equity and Diversity Officer of the Association serves as Chair of the Equity and Diversity Committee and convenes meetings.
2. The Equity and Diversity Committee normally meets bi-monthly with a minimum of 4 meetings per year. Meetings will be open to all AASUA members who wish to attend.
3. All meetings shall have minutes.
4. The Equity and Diversity Committee will strive to make recommendations to Executive that have been achieved through consensus. Where consensus cannot be reached on a recommendation, a vote will be held.
5. Recommendations from the committee can only be forwarded to Executive when greater than 50% of the number of voting members on the committee were present at the meeting.
6. Each voting member of the Equity and Diversity Committee shall have a vote, including the Chair.

Resources

1. Access to anonymous aggregate data regarding members provided to AASUA as approved by Executive
2. University reports
3. Tri-Agency (NSERC, CIHR, SSHRC) resources, such as the Dimensions Program
4. Electronic and website access
5. Additional resources not identified above may be requested by the committee as required

Review of Terms of Reference

1. The terms of reference for standing committees of the Association are approved and revised by Council (Bylaw 6.1.9).