Terms of Reference – READI Committee

Preamble

The School of Public Policy (SPP) was pleased to launch our Equity, Diversity, Inclusion and Accessibility (EDIA) and Indigenous Engagement (IE) Committee in June 2023. The committee members named it the READI (Reconciliation, Equity, Accessibility, Diversity and Inclusion) Committee on Nov. 30, 2023.

Mandate

Members of this committee have two parallel mandates to focus on EDIA and IE at SPP as an extension of the University of Calgary's Office of EDI and IE (or equivalent). While there may be some areas that overlap with EDI and IE, we intend to fund and advocate each area as its own separate initiative. READI will engage with the Office of IE and the Office of EDI at main campus on behalf of SPP. Specifically, the READI committee's mandate will be to:

- Develop approaches and improve practices to advance EDIA & IE at SPP
- Provide a platform, support, events, and resources to raise awareness, promote inclusive dialogue and advance knowledge on EDIA & IE
- Equip all members of SPP with skills to engage respectfully with diverse populations in research, teaching, student success, and community engagement.
- Advocate for and amplify the voices of equity-deserving groups at SPP
- Contribute to removing barriers and creating opportunities for equity-deserving groups at SPP (e.g. promoting hiring and leadership from diverse populations)
- Gather information on the needs and approaches to improve EDIA & IE at SPP
- Align strategic priorities with ethical commitments to UCalgary's Indigenous Strategy, the Scarborough National Charter, and the Dimensions: EDI Charter.

Structure of Committee

1. Reports to the SPP Director

2. Meeting Frequency:

   2.1 READI will normally meet once a month

   2.2 The recorder will schedule the meetings for the year. The meetings will be hybrid to accommodate all members.

   2.3 Any external communication relevant to READI goes to the Communications group; they send it to the Academic Director, who then updates READI.

3. Committee Structure and Roles:

   3.1 Members must nominate and vote on the following committee roles:
   - EDIA Lead
     - Representative at Central Campus
     - Liaise with the University of Calgary EDIA office or equivalent
     - Support agenda setting

    - Approvals and handling funds
    - Passion for the work

- IE Lead
    - Representative at Central Campus
    - Liaise with the University of Calgary IE office or equivalent
    - Support agenda setting
    - Approvals and handling funds
    - Passion for the work
    - Interested in learning from community and Elders

- Facilitator
    - Process keeper for meetings
    - Guides meetings based on Sociocracy guidelines

- Recorder
    - Schedule meetings
    - Responsible for taking and distributing minutes, ensuring they are updated
    - Support agenda setting
    - Ensuring committee documents are available on the drive and Teams
    - Other administrative tasks

3.2 If there is a vacancy in committee roles, the committee will hold a new round of nominations and a vote to fill the position at the next meeting.

3.3 After their one-year term ends, members may choose to step down. Members may continue in their role if there are no other nominees, or a new nomination process will be held.

4. Membership and Terms:

4.1 Membership will normally be 10-15 people and be representative of the breadth and depth of roles at the School. It should include members of various groups, including support staff and faculty from AUPE and MaPS.

4.2 Membership is based on a one-year term and members may continue to serve on the committee indefinitely.

4.3 Members must inform the recorder in advance of the meeting if they are unable to attend.

5. Decision-making:

5.1 The Committee uses consensus decision-making. If needed, the member who presides over the meeting at that time may ask to hold a majority vote on specific issues.

5.2 Each member shall have one vote at a given meeting, or on a given subject. No proxies are accepted.

5.4 A quorum is 60% of current members, in order to vote.

6. Terms of Reference Review

6.1 Terms of Reference will be reviewed annually in September.