THERAPEUTIC RECREATION ONTARIO
Believe · Belong · Become

Diversity, Equity, Inclusion and Belonging Committee
Terms of Reference

Purpose:
The purpose of the Diversity, Equity, Inclusion, and Belonging (DEIB) committee is to provide insight and recommendations enabling Therapeutic Recreation Ontario (TRO) to foster diversity, equity, inclusion, belonging within its internal operations.
The work of the committee will enable and support TRO members to engage with educational programming, policy practices, and principles around DEIB.

Composition:
The DEIB Committee requires experience and expertise in fostering a diverse and inclusive culture which solicits multiple perspectives and views (visible/invisible). Members are free of conscious bias and discrimination and have an awareness of unconscious bias. Members may have some knowledge and experience working on diversity and inclusion issues and, ideally, lived experience. The DEIB Committee must also, where possible, strive to include characteristics, such as gender, age, ethnicity, racialized perspectives, disability, sexual orientation, geographic representation, and other lines of difference which contribute to diversity.
The DEIB Committee will include no less than 4 and no more than 12 TRO members. Each year, TRO members will be invited to submit their volunteer application at the annual TRO conference. Based on TRO membership needs and/or DEIB deliverables, the DEIB committee Leads will onboard new volunteers as needed. The DEIB Committee will be supported by the Executive Director or designate.

Duties and Responsibilities of the Committee:
The DEIB Committee will:
- Develop a plan to guide DEIB at TRO.
- Collect and/or review relevant data to inform recommendations.
- Develop policies and procedures that foster diversity and inclusion.
- Develop and monitor sub-group work as required.
- Create and deliver education opportunities related to DEIB

Accountability and Authority:
The DEIB Committee is accountable to the Board of Directors regarding the following:
- Creating a forum for consultation, feedback, and discussion on matters of diversity and inclusion.
- Establishing a plan to approach DEIB within TRO.
- Providing recommendations to the President & ED for the Board of Directors

Decision-Making and Quorum:
A quorum of the committee is 50% of committee members, with one being a Committee Lead, will constitute a decision both during and in between meetings.

Commitment and max terms:
Each committee member shall be appointed for a two (2) year term (between the months of September and June). No committee member may serve for more than three consecutive terms (for a maximum of six (6) consecutive years); however, provided that the individual receives at least 51% approval from the

rest of the committee, an individual may continue beyond those terms. In all other cases, an individual who has served the maximum number of consecutive years shall be eligible to rejoin the committee after the passage of one (1) year break. The Board may make temporary appointments to the committee, to fill vacancies until a formal request for committee membership and selection process has been initiated and successfully concluded.
Any committee member who has served on the DEIB committee for a minimum of 2 years is eligible to serve as a Co-lead of the committee or; a committee member who is also member of TRO Board of Directors. The Co-lead is a minimum of a one year commitment with the possibility of moving into the role of Lead.
The Lead must be an active TRO Board of Director, and acts as a liaison between the TRO Board of Directors and the committee. In appointing a Lead, consideration should be given to members who have served as a Co-lead for the committee. Ideally, rotating Leads after 1 served term, provided, however the Lead receives at least 51% approval from the rest of the committee in renewal for a second term.

Meeting Expectations:
The DEIB committee will meet once a month to overview initiatives and planning. However, DEIB members may meet as a sub-committee to carry out action strategies. In the event a member is not capable of personally carrying out their powers and duties, the Committee can continue to deal with its core business.

A committee member should not miss more than 3 meetings without prior communication with the Lead/Co-lead. Any repeated misconduct (as per TRO by-laws) may result in a committee member being dismissed from the committee.

Resources:
https://www.ualberta.ca/folio/2018/05/how-to-check-your-unconscious-biases.html
https://www.asaecenter.org/resources/articles/foundation/2019/lead-on-diversity-and-inclusion-with-words-and-action
https://www.asaecenter.org/search#?page=1&topics=Diversity%20%26%20Inclusion%20Assessment&sortBy=relevance&sortOrder=asc