Equity, Diversity, and Inclusion (EDI) and

Anti-Racism (AR) Committee

Terms of Reference

by

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*(in consultation with Grenfell EDI-AR Subcommittee)*

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Table of Contents

1. [**PURPOSE AND MANDATE**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=purpose)
1.1 Purpose/Mandate
1.2 Rationale for Committee Formation
1.3 Clarification and Jurisdiction
1.4 Statements Regarding the Special Status Held by Canada’s Indigenous People
2. [**ACCOUNTABILITY, REPORTING RELATIONSHIPS, AND MEMBERSHIP**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=accountability)

2.1 Accountability

2.2 Reporting

2.3 Chair or Co-Chairs

2.4 Committee Membership

2.5 Diversity of Membership

2.6 Liaisons

2.7 Consultation

1. [**TERM OF OFFICE**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=term)
2. [**FUNCTIONS AND ACTIVITIES OF COMMITTEE**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=functions)
3. [**MEETINGS**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=meetings)

5.1 Number of Meetings

5.2 Notice of Meetings

5.3 Agenda

5.4 Quorum

5.5 Decision-Making

5.6 Committee Meeting Guests

5.7 Telephone and Virtual Meetings and Email Discussion

5.8 Confidentiality

5.9 Minutes and Confidentiality

1. [**COMMITTEE ADMINISTRATIVE SUPPORT**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=administrative)
2. [**WORKING GROUPS**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=working)

7.1 Referral to Working Groups

7.2 Working Group Leads

7.3 Lead Consultation with Committee Chair or Co-Chairs

7.4 Working Group Reporting

7.5 Working Group Membership

7.6 Working Group Terms of Reference

1. [**AMENDMENTS TO TERMS OF REFERENCE**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=amendments)
2. [**DATES OF APPROVAL, REVIEW, AND REVISION**](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=dates)

9.1 Date Approved

9.2 Effective Date

9.3 Review

9.4 Supersedes

9.5 Committee Administrative Support

9.6 Effect on Previous Statements

Memorial University of Newfoundland and Labrador

Grenfell Campus Equity, Diversity, and Inclusion (EDI) and Anti-Racism (AR) Committee

Terms of Reference

The Equity, Diversity, and Inclusion (EDI) and Anti-Racism (AR) subcommittee at Grenfell Campus is recommending the establishment of a permanent EDI and Anti-Racism (EDI-AR) Committee. The terms of reference (TOR)1 below were developed in consultation with the EDIAR subcommittee and are expected to guide Committee members in the execution of their current and future work.

1. PURPOSE AND MANDATE

**1.1 Purpose/Mandate**

The attention to EDI-AR aligns with Memorial University of Newfoundland and Labrador’s (MUNL) commitment to reflecting the communities served, not only in terms of students, staff, faculty, and leadership, but in regards to Indigenous peoples, racialized people, people with disabilities, people with diverse religious beliefs and practices, gender and sexual minorities, and women. The EDI-AR subcommittee of the Grenfell Campus will act as the main discussion and advisory body on matters of equity, diversity, inclusion, and anti-racism. This focus shall constitute the Committee’s mandate.

**1.2 Rationale for Committee Formation**

Grenfell Campus is committed to the principles and actualization of EDI-AR tenets in all areas of its operations, which will create inclusive learning and working environments for students, staff, faculty, and guests. The EDI-AR subcommittee is critical to the realization of this goal.

**1.3 Clarification and Jurisdiction**

The EDI-AR subcommittee at Grenfell Campus shall function as a complement to other resources, supports, and initiatives related to equity, diversity, inclusion, and anti-racism at MUNL. The Committee is not a substitute, duplicate, or alternate forum for EDI-AR matters best addressed by the Office of the Vice-Provost, Equity, Diversity, and Inclusion. The Committee’s

work will feed into ongoing institutional efforts by offering a campus-specific perspective, thus

fostering university-wide collaboration on EDI-AR.

**1.4 Statements Regarding the Special Status Held by Canada’s Indigenous People**

The Committee acknowledges and respects the special status of Indigenous peoples, the Calls to Action of the Truth and Reconciliation Commission, as well as the Strategic Framework for Indigenization Plan, 2020–2025. The Committee is not a substitute, duplicate, or alternate forum for EDI-AR matters best addressed by the Office of the Vice-President (Indigenous).

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

2. ACCOUNTABILITY, REPORTING RELATIONSHIPS, AND MEMBERSHIP

**2.1 Accountability**

The Committee is advisory to and accountable to the Vice-President of Grenfell Campus.

**2.2 Reporting**

The Committee, through the Chair or Co-Chairs, shall provide a written report to the Vice-President once per calendar year.

**2.3 Chair or Co-Chairs**

Committee members shall elect the Committee Chair or Co-Chairs. The Chair and/or Co-Chairs shall identify themselves to the Vice-President, to determine formal communication channels and processes for information flow. The Chair or Co-Chairs will be responsible for the following at committee meetings:

a) calling the meeting to order;

b) establishing an agenda and ensuring agenda items are addressed;

c) ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);

d) facilitating discussion to reach consensus on matters under consideration in a professional manner; if consensus cannot be reached, the varying recommendations for resolution to be presented by the Chair or Co-Chairs to the Vice-President;

e) adjourning meetings after business is concluded; and f) acting as the main representative of the Committee.

**2.4 Committee Membership**

An open call shall be made to the Grenfell Campus community for applications from interested members to join the EDI-AR Committee. Including the Chair or Co-Chairs, the Committee would consist of a minimum of twelve (12) members from the Campus’s four (4) Schools, in addition to the appointment of three (3) staff from the Campus’s service community, as follows:

a) Up to four (4) representatives from each of the School of Arts and Social Science and School of Fine Arts, with additional two (2) representatives each from the School of Science and the Environment and Western Regional School of Nursing, for a combined total of twelve (12) members. When possible, selection of the 12 shall include one faculty member, one administrative support staff, and one student/learner.

b) Up to three (3) representatives from the Campus service community, as appointed by the Vice-President. Such members may include representatives from the offices of Engagement, Student Services, Human Resources, Environmental Health and Safety, Emergency Management, Registrar, and Student Recruitment.

**2.5 Diversity of Membership**

Committee selection and appointment will reflect Grenfell Campus’s commitment to achieve diverse membership on its committees, in keeping with the University’s efforts to address EDI.

**2.6 Liaisons**

Committee members shall act in the role of liaison with others from the Schools or Offices in which they were selected.

**2.7 Consultation**

The Committee, in consultation with the Vice-President, may seek out the services or expertise of those it deems necessary to carry out its function (e.g., consultation with Vice-Provost of EDI, Vice-President (Indigenous), MUNL legal counsel, and the Human Rights Commission of Newfoundland and Labrador).

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

3. TERM OF OFFICE

The term of office for each Committee member shall be until the first of the following occurs:

a) the individual no longer holds the position noted in 2.4;

b) the term of the appointment ends (a cumulative service period of three (3) years);

c) the appointment is rescinded by the appointer; or

d) the individual resigns from the Committee.

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

4. FUNCTIONS AND ACTIVITIES OF COMMITTEE

In carrying out its mandates, the Committee will determine issues of focus and priority and make recommendations to the Vice-President. As appropriate, the Committee may refer work requiring review, collaboration, and analysis to Committee Working Groups, as described further below.

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

5. MEETINGS

**5.1 Number of Meetings**

The Committee shall meet a total of three (3) times per academic year. Additional meetings may be called at the discretion of the Chair or Co-Chairs.

**5.2 Notice of Meetings**

Notice of Committee meetings including items for discussion shall be transmitted to members’ five (5) business days before the meeting, unless waived by Committee members at the meeting.

**5.3 Agenda**

The Committee Chair or Co-Chairs, in consultation with members, shall prepare the agenda for distribution prior to the meeting.

**5.4 Quorum**

This Committee is an advisory and discussion group. A quorum of fifty (50) percent plus one (1) must be present to constitute a meeting for decision-making purposes.

**5.5 Decision-Making**

A consensus-based decision-making process is preferred. When consensus cannot be reached, at the discretion of the Chair or Co-Chairs, a vote may be called when necessary. Alternately, the Chair or Co-Chairs will present identified recommendations for resolution to the Vice-President.

**5.6 Committee Meeting Guests**

At all times, Committee meetings shall be limited only to members, unless approval for certain individuals to attend all or part of the meeting was approved by the Chair or Co-Chairs.

**5.7 Telephone and Virtual Meetings and Email Discussion**

The Chair or Co-Chairs may, with the consent of Committee members and as circumstances warrant, consult members via telephone, virtual conferencing, or email in place of in-person meetings.

**5.8 Confidentiality**

All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

**5.9 Minutes and Confidentiality**

Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move in camera to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under

applicable access and privacy laws and University policies. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable access and privacy laws and University policies.

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

6. COMMITTEE ADMINISTRATIVE SUPPORT

The Committee Chair or Co-Chairs shall receive administrative support arranged by the Office of the Vice-President so that it may carry out its mandates. The duties of the administrative support shall include but are not limited to:

a) assisting the Chair or Co-Chairs with preparation of Committee meeting agendas and distributing notification of meetings;

b) ensuring follow-up of Committee action items;

c) gathering information;

d) preparing and distributing meeting material;

e) minute taking; and

f) maintaining Committee records.

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

7. WORKING GROUPS

**7.1 Referral to Working Groups**

The Committee may refer EDI-AR issues of priority for review, collaboration, or analysis to one or more Working Groups.

**7.2 Working Group Leads**

Each Working Group shall have one or more leads appointed by the Committee Chair or Co-Chairs, in consultation with Committee members. Leads are not required to be Committeemembers.

**7.3 Lead Consultation with Committee Chair or Co-Chairs**

Leads shall consult with the Committee Chair or Co-Chairs regarding the scope, parameters, and timelines of assigned work. The Committee Chair or Co-Chairs will consult Committee members about the scope, parameters, and timelines of work assigned to the Leads.

**7.4 Working Group Reporting**

Periodic updates of the Working Group’s progress shall be provided by the Lead to the Committee Chair or Co-Chairs, along with a final report upon completion of the assigned work. The Committee Chair or Co-Chairs will consult with the Committee and report to the Vice-

President.

**7.5 Working Group Membership**

The Leads of Working Groups shall recruit their own members who, in the Leads’ judgement, will support the successful completion of assigned work. Leads shall keep in mind Grenfell Campus’s commitment to diverse membership on its committees.

**7.6 Working Group Terms of Reference**

In addition to the above provisions on Working Groups:

a) The terms of office for each Working Group member shall be for the duration of the assigned work unless the member resigns or the term is earlier rescinded by the appointing Lead.

b) The Lead shall assume the same responsibilities as the Chair or Co-Chairs for the Working Group (i.e., in terms of leading meetings, facilitating discussion, and ensuring assigned work is completed as required).

c) The above provisions dealing with Committee meetings shall apply to Working Group meetings, except that the number of meetings shall be as determined by the Lead.

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

8. AMENDMENTS TO TERMS OF REFERENCE

The Committee, through its Chair or Co-Chairs, may propose amendments to these Terms of Reference for approval by the Vice-President.

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

9. DATES OF APPROVAL, REVIEW, AND REVISION

**9.1 Date Approved**

The Office of the Vice-President approved the Terms of Reference on September 2, 2021.

**9.2 Effective Date**

This Terms of Reference is effective from September 2, 2021.

**9.3 Review**

The Committee will undertake a formal review of these Terms of Reference every three (3) years from the date on the title page of this version of the terms. Outside of the formal review, these terms may, in consultation with Committee members, be revised or rescinded by the Vice-President.

**9.4 Supersedes**

No earlier terms or agreements were found for which the current Terms of Reference replaced or superseded.

**9.5 Committee Administrative Support**

The Office of the Vice-President will arrange administrative support for the Committee as noted in 6.

**9.6 Effect on Previous Statements**

The content of this Terms of Reference shall supersede any and all previous Grenfell Campus terms on the subject matter herein.

[Back to Top](https://web.archive.org/web/20230923213037/https%3A/grenfell.mun.ca/Departments/Pages/Leadership-and-Governance/EDI-AR-Committee/Terms-of-Reference.aspx?anchor=toc)

1This document was adapted from Rady Faculty of Health Sciences, University of Manitoba. The author thanks

them for permission to adapt their terms of reference.