

## **EQUITY, DIVERSITY, AND INCLUSION (EDI) COMMITTEE**

### **TERMS OF REFERENCE**

#### **PURPOSE**

The Centre for Biodiversity Genomics personnel, collaborators, and engaged communities are made up of diverse and dynamic people from many cultures, backgrounds, identities, and abilities. Each individual and group deserve a welcoming and respectful place to work and collaborate, where each member is able to reach their personal potential in the workplace. Consequently, the CBG is committed to EDI practices and principles so that all personnel may engage fully with equal opportunity and benefit. The purpose of the EDI Committee is to oversee the EDI framework at the CBG.

#### **ROLES AND RESPONSIBILITIES**

##### **CHAIR**

###### **Term**

The Executive Team shall appoint a Chair to the EDI committee. The appointee must be an employee of the CBG and hold a level of seniority of associate-Director or higher. The term is two years, renewable on approval by the Executive Team. Once the final term is completed, the outgoing chair may serve as a regular member of the Committee. In the event of an extended unplanned vacancy, the CBG's Executive Team will appoint an interim chair.

###### **Job Description**

The Chair ensures that the CBG's Strategic Plan, specific grant requirements, and UoG EDI-related policies are executed as they pertain to the CBG and this Committee. The Chair is responsible for:

- Championing and leading the initiative
- Serving as the interface between the CBG Executive Team and the Committee
- Calling quarterly meetings, approving meeting agendas, and chairing the meetings
- Scheduling additional meetings as required
- Ensuring action and follow-up is taken on initiatives approved by the Committee

##### **COMMITTEE MEMBERS**

###### **Membership and Terms**

The EDI Committee is comprised of a minimum of seven voting members, including the Chair, who are required to be current CBG employees, HQP, or affiliated principal investigators. The term for membership is two/three years, renewable with approval from the Chair. The committee membership shall be representative of the various service units and strive for diversity in alignment with the 50:30 challenge.

The following units shall be represented by one management-level member on the Committee: Collections; Taxonomy; Genomics; Informatics; Leadership; Communications; Administration.

Additional members may include up to one student member; up to one affiliated collaborative community member (e.g., from remote communities).

### **Responsibilities**

All committee members are expected to participate in each committee meeting unless notice is given in advance to the Chair. Committee members are expected to share the responsibilities for projects and tasks associated with the EDI Committee's objectives in support of CBG's Strategic Plan including but not limited to routine response to requests for document review and input. As projects are identified and where warranted, Task Forces may be formed to action on complete defined activities, which would be comprised of members of this Committee.

## **PROCEDURES**

### **MEETINGS/CONFERENCE CALLS**

The EDI committee normally meets once per quarter, but additional meetings may be added when needed. Meetings will be held in person at the CBG and supported further via conference call according to need. The representative from the CBG's Administrative Unit will provide assistance by verifying availability, call-in numbers, and access codes. A representative from the CBG Administrative team will assist in agenda preparation and distribution of materials, and facilitate all committee calls.

### **SUMMARIES/MINUTES**

Meeting summaries or minutes are brief notes intended to document key discussions, decisions, and action items. The representative from the CBG's Administrative Unit will be responsible for creating the meeting summaries. These summaries will be forwarded to the Chair for approval before posting; the goal is to have summaries distributed for review within 10 business days following a meeting with the intent to have them approved by the Committee at the next regularly scheduled meeting.

### **QUORUM and DECISION MAKING**

A majority of Committee members constitutes a quorum.

The Committee will use a consensus model for decision-making. In the event consensus cannot be achieved, the Chair may invoke a vote. In the event of a tie vote, the Chair shall seek the advice of expert(s) for presentation and reconsideration at the next meeting.

### **OBJECTIVES AND ACTIVITIES**

The objective of the EDI Committee is to oversee the CBG EDI framework, monitor the effectiveness of the related activities, and advise on new activities.

Activities include:

- Review the CBG EDI Policy and framework annually.
- Review the CBG EDI website content annually.
- Review EDI Glossary of Terms annually.
- Ensure alignment with UoG EDI-related Policies and Statements.
- Oversee the 50:30 challenge across CBG and monitor progress.
- Recommend areas at CBG and/or within its specific programs/projects where additional consideration relating to EDI is required in order to nurture key relationships; develop understanding and/or solutions.
- Identify and implement EDI-related training opportunities for personnel.
- Identify and implement EDI-related training opportunities for collaborators in the network (optional).
- Monitor key metrics and prepare a brief report capturing EDI activities.
- Recommend and oversee future EDI-related activities.

## TASK FORCES

The EDI Committee may manage and coordinate task-specific workgroups referred to as task forces, which function within the scope of the committee to advance its objectives. Task forces are initiated in one or two of the following ways by the chair; 1) by requesting committee volunteers, and/or 2) by soliciting subject matter experts from beyond the committee. The Task Force is disbanded once its objective is achieved.

## ADVISORS

The EDI committee may name advisors (i.e., subject matter experts, consultants) who will meet with the committee as necessary, but will not have voting privileges.

## REVIEW AND APPROVAL OF THE TERMS OF REFERENCE

The Terms of Reference will be reviewed every third year.

## APPLICABLE POLICIES/DOCUMENTS

Department	Policy or Document Name	Link
CBG	Policy on Equity, Diversity, and Inclusion	
The Office of Diversity & Human Rights	The Human Rights Policy Document	<a href="https://www.uoguelph.ca/diversity-human-rights/system/files/Human%20Rights%20POLICY_AODA.pdf">https://www.uoguelph.ca/diversity-human-rights/system/files/Human%20Rights%20POLICY_AODA.pdf</a>
The Office of Diversity & Human Rights	Code of Ethical Conduct Policy and Advisory Group	<a href="https://www.uoguelph.ca/diversity-human-rights/equity/code-ethical-conduct-policy-and-advisory-group">https://www.uoguelph.ca/diversity-human-rights/equity/code-ethical-conduct-policy-and-advisory-group</a>
Office of the President	University of Guelph Anti-racism Action Plan	<a href="https://www.uoguelph.ca/president/action-plan">https://www.uoguelph.ca/president/action-plan</a>
Indigenous Initiatives	Indigenous Initiatives Strategy: Bi-Naagwad I It Comes Into View	<a href="https://indigenous.uoguelph.ca/system/files/Indigenous-Initiatives-Strategy-Summary-Report.pdf">https://indigenous.uoguelph.ca/system/files/Indigenous-Initiatives-Strategy-Summary-Report.pdf</a>
The Office of Diversity & Human Rights	Fostering a Sense of Belonging in Times of Crisis and Challenge	<a href="https://www.uoguelph.ca/diversity-human-rights/system/files/COVID%20EDI%20Handbook.pdf">https://www.uoguelph.ca/diversity-human-rights/system/files/COVID%20EDI%20Handbook.pdf</a>