

Policy Type: Governance Process
Policy Title: **GP12g Diversity, Equity, Inclusion and Anti-Oppression Committee – Terms of Reference**
Date Approved / Updated: Electronically over email April 16th, 2021

DIVERSITY, EQUITY, INCLUSION AND ANTI-OPPRESSION COMMITTEE TERMS OF REFERENCE

Purpose (what)

The CES-ON DEI and Anti-Oppression Committee represents a leadership position in the organization with regards to matters pertaining to DEI and anti-oppression, with dedicated resources and members to support its role. This Standing Committee is a forum for discussion, consultation and feedback on matters of social justice in CES-ON.

The purpose of the DEI and Anti-Oppression Committee is as follows:

To operationalize and report on the commitments laid out in the Board's Statement 'Commitment to Diversity, Inclusion, Equity and Anti-Racism' <https://www.evaluationontario.ca/about-ces-on/governance/ces-ons-commitment-to-denouncing-racism-against-black-and-indigenous-communities-increasing-diversity-and-promoting-inclusion/>

Responsibilities (how)

- Develop an anti-oppression framework/ lens that actions our values and mission across the organization, and systematically review policies and procedures and implements improvements.
- Build knowledge, capacity and seek out new/more information and ideas on building an anti-oppressive framework within CES-ON to be shared with CES-ON leadership and membership.
- Develop and review policies and procedures through consultation processes, reviewing promising practices from other organizations, desk reviews and training opportunities.
- Establish processes for sourcing talent from diverse backgrounds for CES-ON committees and Board of Director positions, facilitators, contractors, staff and/or professional service providers.
- Provide access to professional development learning in diversity, equity, inclusion and anti-oppression for evaluators.
- Explore potential support and partnerships with other institutions and evaluators prioritizing these principles that would further advance or inform the work of the committee.
- Explore potential alignment with the appropriate CES National Standing Committee.
- Develop an annual action plan and budget in support of these responsibilities and commitments laid out in the Board's DEI statement.

Composition

- The DEI and Anti-Oppression Committee will consist of at least 4 committee members with 2 Directors from the Board who will co-chair the committee. As per Board policy, up to one-third of the committee can be non-CES members. The Co-chairs share responsibilities and can choose to alternate chairing their committee meetings.
- Membership is expected to be for a two-year renewable term to build momentum and capacity.
- The DEI and Anti-Oppression Committee will seek to include CES members and non-members at large with an interest and knowledge/experience in issues of social justice and anti-oppressive evaluation, and who represent diversity within the Canadian context.

Meetings and Communication

- The Committee will meet at least 8-10 times a year and will determine further meeting schedules based on work demand. Meetings will be primarily held via online meeting software. The committee will not meet during the months of July and December.
- Communication between meetings will primarily take place via email. The Chair (or co-chairs) is responsible for coordinating meeting times and setting the agenda with input from the Board.
- Committee members will use a 'DEI and Anti-Oppression Committee' online shared folder for its shared documents that will be stored separate to the main Board of Directors folder.
- This document will be reviewed on a bi-yearly basis to include any guideline updates on how this committee will operationalize its responsibilities. These guidelines will be attached as appendices to this document.

Principles of Operation

- The Committee will work in a participatory way with the Board and other relevant committees and the results of its work will be transparent and responsive.
- Committee members are expected to have no more than 3 absences per year without unexpected circumstances from the committee.
- Committee members are expected to come prepared to update on their assigned work/action items for each meeting. If they are unable attend a meeting due to unexpected circumstances, they are expected to provide an email update to another member or to the co-chairs to be shared at the meeting.
- Committee members may/are expected to spend around 6-8 hours each month depending on the workload, on work related to the working group.
- In an effort for continued engagement, and to encourage input, members will take minutes on a rotation basis.

Reporting

- Reports to CES-ON Board during board meetings.
- The Committee provides a report on DEI and anti-oppression activities for the Annual Report and for presentation at the AGM.
- Collaborate with CES National to develop a national system of reporting on progress.

Working Relationships

- Collaborates internally with the CES Standing Committees, National DEIWG, other chapters DEIWs, CES-ON Professional Development Committee and Membership Committee, where needed.
- CES-ON members are encouraged to participate and provide their input/feedback to the committee.