

Name	Diversity and Equity Advisory Committee
Purpose	The Diversity and Equity Advisory Committee is a standing committee of AthletesCAN. Its role is to make recommendations to AthletesCAN Board of Directors, via the chairperson, on practices aligned with the Diversity, Equity, and Access, providing feedback on current and future programming, and meeting additional objectives.
Key Duties / Responsibilities	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> ● Set concrete, tangible and measurable objectives for how AthletesCAN can improve the sport landscape with respect to Diversity & Equity ● Advise the AthletesCAN Board of Directors and staff on diversity and inclusion issues in all aspects of its work, including current issues, communication, events, programs, resources and services ● Ensure to the greatest extent possible that all aspects of AthletesCAN’s work, including especially its policies and programs meet the needs of all athletes ● Collaborate with AthletesCAN staff on diversity initiatives ● Provide recommendations through the Chairperson to AthletesCAN Board Meetings ● Such additional duties as may be delegated to the Committee by the Board from time to time.
Composition	<p>The Committee will be composed of the senior staff person, at least one member of the board of directors, and no more than 10 additional external members. The position is open to athletes who are currently competing with, or have retired from, a Canadian National team within the past eight years in the following sport categories:</p> <ul style="list-style-type: none"> ● Olympic / Paralympic ● Commonwealth ● Pan / Parapan American ● Sports currently funded by Sport Canada competing at Senior World Championships <p>All have voting status.</p> <p>Members of the Committee will serve terms of one year. The Diversity and Equity Committee will have regard to the diverse nature of AthletesCAN’s membership including language, gender, ability/disability and geographic location.</p> <p>Should a vacancy occur on the Committee for whatever reason, the Board and Chair may appoint a qualified member to fill the vacancy for the remainder of the vacant position’s term. The Board may remove any member of the Committee.</p>
Governance	A member of the committee appointed by the board will be chair.



Diversity and Equity Advisory Committee Terms of Reference

	<p>The quorum for holding a meeting and for transacting business is 50% of the members, including the Chair. Motions are carried by a simple majority of the votes cast provided that a quorum is present.</p> <p>The Chair votes only in the case of a tie.</p>
Meetings	<p>The Committee will meet by videoconference, telephone or in person, as required. Meetings will be at the call of the Chair.</p>
Resources	<p>The Committee will receive the necessary administrative support and resources from AthletesCAN to fulfill its mandate. No monetary resources have been budgeted.</p>
Reporting	<p>The Committee will report through the Chair or a sitting Board Member to the Board at every meeting and otherwise as needed. The Committee will report to the membership, in writing, at the Annual General Meeting.</p>
Approval	<p>These Terms of Reference were approved by the Board of Directors of AthletesCAN on May 18, 2021.</p>
Review	<p>The Committee will review these Terms of Reference on an annual basis and will make recommendations to the Board on any revisions, if warranted.</p>