



COMMITTEE of COUNCIL

Inclusion, Diversity, Equity and Accessibility (IDEA) Committee

Terms of Reference

Purpose

The purposes of the IDEA Committee are as follows:

- 1) Conducting targeted reviews of existing and new ACSLPA key College documents, policies, and procedures, incorporating principles of inclusion, diversity, equity, and accessibility.
- 2) Providing input into the development of inclusion, diversity, equity, and accessibility resources for both the College and its' regulated members.
- 3) Maintaining an awareness of current issues related to inclusion, diversity, equity, and accessibility impacting both the professions and professional regulation; proposing ideas on how the College may address them within its mandate.

Membership

The IDEA Committee is appointed by Council on an annual basis. The committee shall be composed of at least one member of Council and shall include at least two registered members. The Council may appoint individuals to the committee who are not members of Council or registered members of the professions. Appointments should seek to balance the desire for new perspectives with the need for continuity, academic scholarship, and lived experience on the committee.

The member of Council on the committee will serve as committee Chair.

Annually the Registrar will designate an ACSLPA staff member to serve as a resource for the committee to provide whatever support is required by the committee, and an ACSLPA staff member to act as the secretary of the committee.

Terms of Office

One-year term, renewable as required.

Duties and Responsibilities

- 1) Committee members should undertake reasonable activities necessary to fulfill the Committee's purpose and workplan, including:
 - a) Participate at regular virtual meetings,
 - b) Read materials in preparation for meetings,
 - c) Provide constructive input/feedback, and
 - d) Have an open, positive, and constructive attitude and willingness to share and learn.
- 2) Conduct themselves in accordance with the ACSLPA Code of Conduct.

Meetings

The Committee will meet a minimum of four times annually, or more frequently as required. An alterable calendar of meetings will be set by the end of February for each year. Working group meetings composed of a subset of committee members may also occur in addition to main meetings to address specific topics/issues.

Most meetings can be held by teleconference or videoconference.

At least three members must be present for meeting quorum.

Reporting To

The IDEA Committee is a standing committee of the ACSLPA Council.

The Chair of the IDEA Committee will report to Council as often as necessary.

Review of Terms

The IDEA Committee or the Council may undertake a review of these terms of reference. A review must occur at least every three years. If the review is undertaken by the IDEA Committee, they shall report their findings and recommendations to the Council.

Approved:

November 2023