



## **OPTiMA Equity, Diversity and Inclusion Sub-Committee Terms of Reference**

The purpose of the OPTiMA Equity, Diversity and Inclusion Sub-Committee (EDI) is to uphold the commitment to the ARC Linkage program to promote and incorporate Equity, Diversity and Inclusion into the Centre as standard practice.

The Sub-Committee has been formed as directed by the OPTiMA Executive Committee. It must be run in accordance with the requirements outlined in section one of this document. This Committee will meet quarterly, either in person or via teleconference, in a time slot that complies with OPTiMA's Equity, Diversity, and Inclusion policy (10 am-3 pm).

### **1) Equity, Diversity and Inclusion Sub-Committee terms of reference**

- a) The Committee will be formed soon as practicable after the Centre Commencement Date; the initial members will be OPTiMA members:
  - (i) One Chair, one Deputy Chair, and no less than four additional committee members;
  - (ii) OPTiMA members of all levels and membership categories can join the Committee; new members can request join at any time by email and must be agreed upon by a majority vote at least two working days prior to having voting rights at a meeting.
  - (iii) No more than 60% representation from one node;
  - (iv) A minimum of two PhD candidates;
  - (v) A minimum of two ECRs;
  - (vi) Equity in the male/female membership ratio; if not possible at the commencement of the Sub-Committee, the balance issue should be revisited yearly;
  - (vii) A member's term will be effective until the wind-down of the Sub-Committee.
  - (viii) A member may resign by giving written notice to the Chair;
  - (ix) At any time, people external to the Committee may be invited to join a meeting to provide feedback, advice or give a presentation, these are not voting members;
  - (x) The decisions must be made by the majority of those present at the meeting, always provided that a minimum of 3 Sub-Committee members must be at the meeting, and must include at least one representative from each node.
- a) The secretarial function of the Sub-Committee may be delegated to a member of the Sub-Committee who is present at the meeting.
- b) The Equity, Diversity and Inclusion Sub-Committee must:
  - (i) Meet a minimum of once per year, in person or by technological means, to formulate and provide its input to OPTiMA Executive Committee, sent by email to the Training Centre Manager;
  - (ii) Act in a manner based on transparency, accountability and responsibility;
  - (iii) Review the EDI policy upon commencement, and then yearly, providing feedback to the OPTiMA Executive Committee on proposed changes;



- (iv) At the yearly revision of the Centre's strategic plan, review past milestones and KPIs, and suggest new milestones and KPIs that align with the EDI plan and the Centre's vision.
  - (v) Develop OPTiMA's EDI initiatives that fall within the Centre's budget;
  - (vi) Promote training within the Centre membership, such as Bias training and Ally training;
  - (vii) Provide suggestions for EDI related content for OPTiMA Announcements, Newsletter and website.
  - (viii) Ensure that the Centre has a workable strategy for handling complaints and misconduct.
- c) Any member may call for an ad hoc meeting of the Sub-Committee by written notice to the Sub-Committee Chair.
  - d) Minutes will be sent to members for review within five working days of the meeting. Once approved by the Chair, the minutes of the meeting will be forwarded to the Executive Committee for review within a reasonable time.
  - e) The Chair will prepare and send the agenda to the Committee no less than three working days before a meeting.

## 2) Standing items

- i) ?

## 1) Membership July 2021 – June 2021

Role	Name	Centre/University
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