

Halton Equity and Diversity Roundtable (HEDR)

Terms of Reference – *Coordinating Committee (CC)*

See also:

- HEDR Terms of Reference
- Terms of Reference – Working Groups

The Halton Equity and Diversity Roundtable (HEDR) is a community collective of organizations, institutions, groups, businesses, and individual community members that is committed to building systemic inclusion and equity in Halton.

1. Roles and Responsibilities of the Coordinating Committee (CC)

i. Purpose:

While the entire HEDR membership *is responsible for the overall strategic direction and leadership of HEDR*, the Coordinating Committee (CC) is responsible for effective coordination and management of the activities and actions identified by the entire HEDR membership. It will oversee the implementation of the HEDR Strategic Plan and provide guidance, direction, and recommendations to HEDR and HEDR's Working Groups, while keeping with the Roundtable's mission, vision, values, and goals. The CC is committed to shared leadership, thoughtful process of HEDR's work, and creating sustained momentum for continuing HEDR's work in a timely manner.

ii. Composition:

The Coordinating Committee shall consist of 5-9 members ideally from diverse backgrounds and experiences. It will be comprised of at least one representative from all active working groups and Members-at-Large.

iii. Selection:

- Must be a Roundtable member in good standing (i.e. an active voting member)
- Has a strong commitment to the Roundtable's mission, vision and objectives
- Person can self-nominate or be nominated by another voting member
- Vacancies on the CC will be filled in September of each year
 - The Coordinating Committee will accept nominations in July and August for new members
 - CC will take recommendations to the Roundtable at the September meeting for approval

- If membership falls below 5 members during the year, the CC will recruit members and bring recommendations to the Roundtable for approval

iv. Term:

- 2 years
- Initially, ½ of the CC members will have a 3 year term and ½ of the CC members will have a 2 year term to ensure continuity as only 50% of members will transition out at any given year.
- Terms may be renewed up to a maximum of 2 consecutive terms

v. Accountability:

- Accountable to members of the Roundtable and to the Halton community
- Meeting minutes will be made available to HEDR members and the public

vi. Duties:

The Coordinating Committee is responsible for:

- Ensuring the implementation of the vision, mission and strategic priorities of HEDR in all its duties
- Attending and actively participating in no less than five Coordinating Committee meetings per year, and providing “regrets” when a conflict is unavoidable
- Providing strategic direction, guidance and recommendations to the Roundtable and all active working groups
- Developing, recommending, and implementing a HEDR strategic plan and work plan
- Developing, reviewing and providing policy recommendations to the Roundtable
- Establishing the meetings, developing agendas and reports, and facilitating the meetings of the Roundtable on a rotational Chair basis in coordination with staff
- Effective strategic direction, guidance, and oversight of staff and contractors the Roundtable may need to work with
- Effective communication and coordination of activities among and across HEDR members and working groups
- Developing effective processes to support consensus-based collaboration across the Roundtable resulting in all HEDR members having the opportunity to engage in significant conversations and decisions
- Effective partnership with trustee
- Ensure resource acquisition and financial sustainability of HEDR
- Prepare, monitor, and make recommendations on annual budget to HEDR
- Effective oversight of grants and funds entrusted to the Roundtable, including ensuring that accountability requirements and reporting for funds received are completed in a timely fashion

- Evaluation of the Roundtable, its activities and its impacts
 - Identifying and recommending additional standing and ad hoc committees as required
 - Acting with working groups to identify and nurture relationships with other stakeholders on behalf of the Roundtable
 - Recruiting new members to the Coordinating Committee to increase diversity and encourage others to take a leadership role
- vii. Selection and Role of the Rotational Chair.

While the purpose of the Coordinating Committee is to distribute and share power and responsibilities equitably among all its members, there are times when the CC will need to be chaired to make decisions and move the work of the Roundtable forward. A system of rotating Chairs will be developed by the CC.

viii. Meetings:

The Coordinating Committee shall meet a minimum of 8 times a year. Additional meetings will be called if necessary. An annual meeting schedule will be established. The estimated time for a CC meeting is three hours.

ix. Dismissal:

If an issue arises where a Coordinating Committee member may need to be dismissed, the Coordinating Committee will address the issue by meeting with the member. A Coordinating Committee member can be dismissed with a minimum 2/3 majority vote at a CC meeting where the vote is listed in the agenda and provided at least one week in advance to all members.

2. Decision-Making Procedures

- i. It is important that quorum is met whenever a decision is made at a meeting. A quorum is a minimum of 4 CC members.
- ii. It shall be noted in the minutes that a quorum was met or not met
- iii. The Roundtable will, whenever possible, make decisions by consensus
- iv. Where consensus cannot be reached (i.e. the decision cannot be supported by all members), a formal vote will occur and be documented in minutes as “approved” or “defeated”
- v. Where voting becomes necessary, the following shall apply:

- One vote per member
- Proxy voting by email may be used when requested or when a tie-breaking vote is needed
- Open voting process, unless a secret ballot is requested
- Decisions are made by majority vote

3. Conflict of interest

Members must recognize that the trust placed in them by the community requires that any conflict of interest, including a perceived conflict, between public duty and private interests, which does arise, is resolved as quickly as possible, and in favor of the public interest. Members are required to disclose the existence and nature of private interests, be they financial or non-financial in nature. The partnership may disqualify a member from participating on any matter in which said member has a private interest, and may take such other action as is deemed appropriate in the circumstances.

The Terms of Reference is a living document and will be reviewed every 2 years to ensure its continued appropriateness.