

# Halton Equity and Diversity Roundtable (HEDR)

## Terms of Reference – *Working Groups*

### See also:

- HEDR Terms of Reference
- Terms of Reference – Coordinating Committee

### 1. **Mission**

To develop the capacity of organizations, groups and businesses in Halton to be inclusive and equitable of all forms of human diversity in their practices, policies and services.

### 2. **Vision**

A community where individuals are valued, respected and empowered to realize their full potential. Individuals are people who represent all aspects of diversity including but not limited to race, culture, socio-economic status, ethnicity, nationality, age, language, sexual orientation, skin colour, gender, physical or mental abilities.

### 3. **Objectives**

The Working Groups of the Halton Equity and Diversity Roundtable (HEDR) will help address the objectives described by HEDR:

- i. To provide and coordinate training and resources about equity and diversity to the Halton community.
- ii. To identify and highlight examples of excellence in diversity and equity related practices in Halton.
- iii. To promote public awareness and education strategies to address equity and diversity issues in our community.
- iv. To create a website with a space for people to access promising practices and articles.
- v. To collect information on promising practices and activities in other communities and customize them for use and implementation in Halton.
- vi. To advocate for inclusive practices throughout Halton.

In all the Roundtable's activities we will be collaborative and inclusive in all of our efforts.

#### **4. Working Groups**

The HEDR has identified three working groups to complete their objectives:

- Capacity Building
- Outreach and Community Engagement
- Resources

The Roundtable shall establish new or ad-hoc working groups as it sees fit.

#### **5. Membership Composition/ Structure**

Participants will come from the membership of the Roundtable, will self-select and will have a strong commitment to the Roundtable's mission, vision and objectives.

As members retire from the Working Group or if a more diverse membership is needed, new members may be recruited by the Working Group Chair in collaboration with working group members and HEDR staff.

#### **6. Roles and Responsibilities of Members**

i. Duties:

Members are expected to demonstrate commitment through:

- Maintaining an atmosphere of respectful and inclusive discussion
- Respecting the confidentiality of all matters related to HEDR
- Supporting the work of HEDR and its strategic plan
- Attending and actively participating in working group meetings, and providing "regrets" when a conflict is unavoidable
  - If a member cannot attend a working group meeting, the member will actively participate in the working group by reading meeting minutes and contributing work through emails and phone calls
- Contributing their expertise, resources, and individual experiences to actively provide direction, input, and insights to the working group
- Where possible, bringing resources/ contributions to the table and identifying other sources of funding to support the work
- From time to time, participate in sub-groups to undertake specific work as outlined in the work plan

ii. Term:

- Minimum one year term, no maximum
- Terms may be renewed automatically as long as the member is in good standing with the Roundtable and the working group

iii. Accountability:

- Accountable to all members of the Roundtable and to the Halton community
- Meeting minutes will be made available to HEDR members and the public
- Summarized reports will be sent at least one week in advance of meetings of the Roundtable and the Coordinating Committee
- While working group members are expected to ask for input from the entire Roundtable membership and the Coordinating Committee, they will have the autonomy to make final decisions on work group tasks

iv. Meetings:

- At the discretion of the Chair of the Working Group depending on the work to be done
- Members are encouraged to attend 75% of meetings and to not miss more than two consecutive meetings

v. Dismissal:

- If an issue arises where a member can no longer fulfill their commitment, the Chair of the Working Group will address the issue by meeting with the member.
- If an issue involves the working group member's overall membership with HEDR, the Chair of the Working Group will notify the Coordinating Committee. The Coordinating Committee will address the issue of membership with the individual.

## 7. Roles and Responsibilities of the Working Group Chair

i. Selection:

- Must be a Roundtable member in good standing (i.e. an active voting member or a non-voting member of an active organizational membership)
- Has a strong commitment to the Roundtable's mission, vision and objectives
- Person can self-nominate or be nominated by another voting member
- Selection at a Working Group meeting where the vote is listed in the agenda and provided at least one week in advance to all Working Group members

ii. Term:

- 2 years
- Term may be renewed once

iii. Accountability:

- Accountable to all members of the Roundtable and to the Halton community

iv. Duties:

The Chair is responsible for:

- Establishing the meetings, developing agendas and reports, and facilitating the Working Group meetings in coordination with staff
- Providing a link with the full work and strategic vision of the HEDR and the Working Group
- Ensuring a representative from the Working Group participates on the HEDR Coordinating Committee
- Consulting on decisions and providing direction between Working Group meetings
- Effective communication among and across HEDR Working Group members
- Identifying and recommending additional sub-groups as required
- Recruiting new members to the Working Group to increase diversity and encourage others to take a leadership role

v. Dismissal:

- If an issue arises where the Chair can no longer fulfill their commitment, the Chair will notify and work with the Working Group and staff to find a suitable replacement
- If an issue arises where a Chair may need to be dismissed, the Chair can be dismissed with a minimum 2/3 majority vote at a Working Group meeting where the vote is listed in the agenda and provided at least one week in advance to all Working Group members
- The Working Group in collaboration with staff can request assistance from the Coordinating Committee if needed

## 8. **Decision-Making Procedures**

- i. It is important that quorum is met whenever a decision is made at a meeting. A quorum is 35%+1 of Working Group 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
  - The Chair to cast the tie-breaking vote unless it is regarding the Chair’s role

## **9. 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.

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