

Halton Equity and Diversity Roundtable (HEDR)

Terms of Reference – *Coordinating Committee (CC)*

1. Role

Providing strategic and operational oversight of all HEDR initiatives.

2. Responsibilities and Expectations

- Oversee the implementation of the mission, vision and strategic priorities of HEDR
- Active attendance and leadership on the Coordinating Committee and Working Groups
- Provide strategic direction and policy development for the Roundtable and Working Groups
- Convene and chair Roundtable meetings
- Operational oversight of staff, contractors, grants, finances and communications
- Stewardship of effective partnership with trustee
- Ensure capacity and financial sustainability of HEDR

3. Membership and Voting

- 5-9 voting members, including the Executive Director, or designate, of the trustee to be represented on the Coordinating Committee

i. Election:

- The Coordinating Committee will accept nominations in July and August
- New members will be presented to the Coordinating Committee in September, when required
- If membership falls below 5 members during the year, an appeal will be made for additional membership and the Committee will present a candidate to the Roundtable for approval

ii. Term:

- 2 years with staggered terms to ensure continuity (less than 50% change in any year)
- A maximum of 3 consecutive terms may be renewed; exceptions can be made with a majority vote from Coordinating Committee

4. Chair

Members will rotate the chair role by alphabetical order

5. Frequency of Meetings and Manner of Call

Minimum of 8 times per year based on schedule developed each year. Members must commit to attending a minimum of 5 meetings each year.

6. Quorum

- 35%+1 Coordinating Committee members
- If only 3 members are available for a meeting, an email vote will determine a consensus for the meeting

The Terms of Reference – Coordinating Committee (CC) is a living document and will be reviewed every year to ensure its continued appropriateness.