

## **COMMITTEE CHARTER**

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<b>Committee:</b>	Diversity and Equity Committee
<b>Committee Sponsor:</b>	Mount Royal Faculty Association
<b>Date Last Revised:</b>	May 24, 2017

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### **Mandate**

The Diversity and Equity Committee shall advise the Association on principles and best practices in continuing to build a more diverse faculty, academic, and institutional community; in supporting and representing diverse groups more effectively; contributing where possible and appropriate to activities and initiatives to better enhance opportunities for equity across all faculty members; and in identifying gaps in policy, support, and services appropriate to its mandate.

It is not within the mandate of the committee to deal with specific complaints related to diversity or equity from individuals.

### **Authority**

The Diversity and Equity Committee is a standing committee of the Mount Royal Faculty Association. It reports on its activities to the Executive Board and to the Regular Members of the Association. The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

### **Membership**

The Diversity and Equity Committee shall consist of:

- four Regular Members to serve a term of two years and to be elected in odd-numbered years;
- three Regular Members to serve a term of two years and to be elected in even-numbered years; and
- any other person recommended by the committee to serve in an advisory role, or to expand the diversity of representation, and appointed by the MRFA Executive Board to sit as a non-voting member for the remainder of the academic year.

The committee shall annually select a chair and a recording secretary from among its members. The recording secretary shall prepare meeting notes for the committee's use and submit them to the Executive Assistant for filing.

### **Meetings**

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the Diversity and Equity Committee shall normally meet monthly during the academic year. Additional meetings may be called as necessary by the chair. Quorum shall be four members of the committee, including the chair or designate.

Sub-committees may be struck to plan special events or complete specific tasks in a timely fashion.

### **Expected Activities**

The Diversity and Equity Committee shall:

- contribute to the awareness and promotion of diversity, equity, and inclusion in the workplace;
- identify any systemic barriers in recruitment, employment, and promotion policies and procedures at Mount Royal University that are discriminatory in nature and submit recommendations to the Executive Board and the Regular Members regarding these matters;
- conduct research related to the committee's mandate as requested by the Executive Board or the Negotiating Committee;
- review on an on-going basis employment equity policies at other universities in Canada and, where appropriate, the United States;
- annually recommend to the Executive Board a member of the committee for appointment to the University Positive Space Committee;
- submit a report to the Executive Board in January describing its work during the fall semester;
- encourage colleagues' direct involvement and participatory engagement in the work of the committee.
- prepare a report for the Annual General Meeting describing its work during the year.



**Resources**

The committee may submit requests to the Executive Board for expenditures from the 'Other MRFA Committees' budget line.