

## **Science Atlantic EDIA Action Committee Terms of Reference**

Approved by the Board, March 25, 2022

**Name:**

Equity, Diversity, Inclusion, and Accessibility (EDIA) Action Committee

**Purpose:**

The Equity, Diversity, Inclusion, and Accessibility (EDIA) Action Committee is a committee of Science Atlantic with a mandate to help Science Atlantic be proactive in advancing EDIA in the sector by recommending and implementing EDIA action items throughout the organization.

**Responsibilities:**

In order to meet its goals, the EDIA Action Committee will:

- Conduct an ongoing analysis of the EDIA landscape within Science Atlantic and identify gaps.
- Develop an ongoing action plan to address those gaps.
- Make recommendations to the Science Atlantic Board and discipline Divisions for changes to policy and processes.
- Provide advice to the Science Atlantic Board through the Strategic Planning Committee (SPC).
- Subcommittees may be created to implement specific goals or actions.

**Reporting:**

- The EDIA Action Committee reports progress to the Strategic Planning Committee and provides an annual report to the Board.

**Authority:**

- Reviewing and advising on policies and practices of Science Atlantic with an Equity, Diversity, Inclusion, and Accessibility lens.
- Giving and receiving advice on matters relating to EDIA and the Discipline Divisions.
- Identifying and supporting the implementation of opportunities to promote EDIA within the sector.

**Membership:**

- Membership shall be open to anyone in the Atlantic region.
- There shall be six to 12 members who reflect diversity in identity, subject area, sector, career stage, and geographic area.
- Members shall serve for two year, renewable terms.

- Science Atlantic will distribute an annual open call for membership on the Committee through social media, the newsletter, and the website. Interested individuals shall submit an expression of interest indicating their reasons for joining the Committee and how they would contribute to the diversity of the Committee. The existing Committee will select additional members ensuring diversity of representation.
- The Committee will elect a Chair from the existing membership for a two year, renewable term. The Chair will:
  - set the agenda and coordinate meetings,
  - ensure the goals of the Committee are met, and
  - be a member of the Science Atlantic Strategic Planning Committee.
- The Committee will elect a Vice Chair for a two year, renewable term. The Vice Chair will support the Chair and will act as liaison to the Discipline Divisions.

#### Meetings:

- The Committee meets virtually four to six times a year, and in person as needed.
- Meeting agendas and minutes will be prepared and distributed by the Committee Chair; when available, Science Atlantic staff will provide support. Minutes will be archived by Science Atlantic.

#### Review of these Terms of Reference:

These Terms of Reference shall be reviewed by the Committee every two years, or more frequently as needed. Changes will be brought to the Board for approval.

#### Effective Date:

These Terms of Reference are in effect as of March 25, 2022.