

## **Diversity and Inclusion Committee**

### **The Committee:**

In keeping in step with our strategic plan, Chilliwack FC is committed to expanding the knowledge, resources, and actions that it can take to make a meaningful improvement to systemic discrimination of all types in our sector and in our communities. The Diversity and Inclusion Standing Committee is intended to demonstrate the Chilliwack FC commitment to conducting the day-to-day operations and governance in an anti-discriminatory and anti-racist manner and environment. The implementation of this Committee is a public commitment that the Chilliwack FC will continue to make best efforts to ensure that all who work, play and interact with the Chilliwack FC are able to do so in an environment and manner free of prejudice, racism and racial discrimination, and all other forms of discrimination.

It is supported by a number of infrastructure and resource commitments which will include but are not limited to the following:

- Oversight by the Board of Directors, (two who shall serve as Co-Chairs of the Committee)
- A Standing Diversity and Inclusion Committee (five in total, two who serve as Co-Chairs of the Committee)
- Provisions to support the Committee on a bi-monthly meeting rotation

### **Purpose and Mandate:**

The Diversity and Inclusion Committee (“Committee”) is established to act as the main discussion and advisory body of the Chilliwack FC in relation to issues of diversity and inclusion. Diversity and inclusion are concepts explained by actions intended to ensure that the Chilliwack FC community (including the Board of Directors, Staff, and Players) is reflective of society served, including with regard to Indigenous peoples, women, people with disabilities, gender and sexual minorities and Racialized Persons/Persons of Colour.

### **Rationale for Committee Formation:**

Chilliwack FC seeks to maintain and further incorporate concepts of equity, diversity and inclusion into its learning and environments to better reflect society served. The Diversity and Inclusion Committee that will be comprised of two (2) Chilliwack FC Executive members who will serve as the committee co-chairs, two (2) members from the Chilliwack FC membership pool, and one (1) community member.

### **Reporting and Accountability**

Accountability: The Committee is advisory to and accountable to the Board of Directors.

Reporting: The Committee, through the Co-Chairs, shall provide a written report to the Board of Directors Chairperson bi-monthly.

### **Chairperson and Committee Membership**

Co-Chair: The Committee Co-Chairs (i.e., the “Chair”) shall be appointed by the Board of Directors. The Co-Chairs are responsible for the following at Committee meetings:

- Calling the meeting to order;
- Establishing an agenda and ensuring agenda items are addressed;

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- Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- Facilitating discussion to reach consensus on matters under consideration in a professional manner. If consensus cannot be reached, the varying recommendations for resolution will be presented by the Co-Chairs to the Board of Directors - Chairperson;
- Adjourning meetings after business is concluded; and
- Acting as the main representative of the Committee.

Membership: The Committee membership may consist of up to five members:

- Up to four representatives from the Chilliwack FC including the Board of Directors representatives, and one from the community
- Each member shall serve a minimum of two years

Diversity of Membership: The Chilliwack FC strives to achieve diverse membership on its committees that is reflective of its commitment to diversity and inclusion and this should be considered in the appointment of Committee members.

### **Term of Office**

The term of office of each Committee member shall be until the first of the following occurs:

- the individual resigns from the Committee.
- 2-year commitment has expired (members shall be allowed to continue with the committee if they desire and that all other aspects of the terms of reference of the committee have been fulfilled)

### **Functions and Activities of Committee**

As part of its Mandate, the Committee will determine issues of priority and make recommendations to the Board of Directors.

### **Meetings**

Number of Meetings: The Committee shall meet six times per year, or subject to the call of the Co-Chair.

Notice of Meetings: Meetings shall be established on a reoccurring day that is consistent (IE: day of the week and time) This shall be schedule in a calendar invite.

Agenda: Agenda items should be sent to the Co-Chairs at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

Quorum: As the Committee is mainly a discussion and advisory group, a quorum is not required to hold a meeting.

Decision-Making: The preferred model for decision-making is consensus. If consensus cannot be reached, the varying recommendations for resolution will be presented by the Co-Chair to the Board of Directors - Chairperson.

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**Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Co-Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.

**Virtual/Telephone Meetings and Email Discussion:** The Co-Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.

**Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

**Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy laws and University policies. Once approved by the Committee, meeting minutes shall be publicly available, in accordance with applicable access and privacy laws and Chilliwack FC policies.

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### Applicant Information

<b>Name</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Phone</b>	

<b>Why do you want to be a member of the Chilliwack FC Diversity and Inclusion Committee?</b>

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**Do you have any experience that could be considered an asset to this committee? If yes, please list.**

**Please list your goals and objectives for this committee.**

As a potential member of the Chilliwack FC Diversity and Inclusion Committee I hereby acknowledge that I am committed to being an active member and will be an integral part of helping move the Committee forward.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date