

George Brown College

Anti-Racism and Equity Advisory Committee Terms of Reference

1. Mandate of the Office of Anti-Racism, Equity and Human Rights Services

- 1.1. The Office of Anti-Racism, Equity and Human Rights Services (OAREHRS) supports anti-racism practices and processes throughout the college's curriculum and organizational practices through evidence and experience-based curricular and service consultation. The OAREHRS partners with the Office of Indigenous Initiatives and other college stakeholders (including students, employees, contractors, visitors and volunteers) to promote a college campus that is free of discrimination and harassment.

2. Mandate of the Anti-Racism and Equity Advisory (AREA) Committee

- 2.1. The Anti-Racism and Equity Advisory (AREA) Committee provides advice to the OAREHRS on anti-racism practices and processes and cultural diversity throughout the college. The purpose of the Advisory Committee is to provide a breadth of knowledge and expertise related to anti-racism and cultural diversity that will support the OAREHRS to meet its mandate, both inside and outside the classroom.
- 2.2. The AREA Committee identifies systemic issues related to anti-racism and cultural diversity in the college community; provides feedback on the impact of college policies and programs in relation to these matters; and ensures engagement with key stakeholder communities*. Feedback and recommendations from the committee will be shared with the President of the college through quarterly meetings.

3. History & Background

- 3.1. Recognition that the AREA Committee's formation is connected to larger histories of organization to end anti-Black racism and anti-Indigenous racism at the college. These histories include other anti-racism committees at the college. The AREA Committee is one entry point to challenge anti-Black racism and anti-Indigenous racism, and welcomes working in collaboration and in productive challenge with other stakeholders on the issues, toward ending anti-Black and anti-Indigenous racism.

4. Core Functions

- 4.1. Consults with the Director, Anti-Racism, Equity and Human Rights Services on matters related to anti-racism, including, but not limited to:
 - programming
 - anti-racism training for the college community
 - curriculum development
 - organizational practices

- 4.2. Identifies opportunities including, but not limited to:
 - removing systemic barriers to accessing college programs, services, and employment
 - removing language barriers in accessing information
 - identifying strategies, tools, and actions to combat racism
 - building community capacity and cultural understanding
- 4.3. Makes recommendations to the President, or their delegate and the Vice-President, Human Resources and Public Safety and Security, relating to anti-racism policies, practices, curriculum, and assessments, which support the college's community-based initiatives.
- 4.4. Reviews reports provided by the OAREHRS to the President and supports presentation of this report to the Board of Governors.

5. Membership

- 5.1. Composition & Representation (24)
 - GBC President
 - Academics (7)
 - Black Student Success Network (1)
 - Community Partnerships (1)
 - Corporate Functions (2)
 - Human Resources (2)
 - Indigenous Initiatives (2)
 - Public Safety and Security (1)
 - Students (3)
 - Student Association
 - Director of Education & Equity (1)
 - Manager, Equity and Advocacy (1)
 - Student Success (3)

AREA Committee membership may be increased or decreased from time to time by membership vote.

- 5.2. GBC President – the President shall be ex-officio, non-voting member of the Committee.
- 5.3. Sponsors of the AREA Committee are:
 - Vice-President, Human Resources and Public Safety and Security (VPHRPSS)
 - Special Advisor to the President
- 5.4. Chair: Director, Anti-Racism, Equity and Human Rights Services. Director may delegate to a member of the AREA Committee.
- 5.5. External Membership.

It is recommended that one position exist for an external committee member. External membership does not count towards quorum and is non-voting.

6. Role of Chair/Co-Chair(s)

6.1. To provide leadership, ensure committee functioning, and ensure the effective management of committee meetings. This includes:

- Scheduling meetings, preparing agenda, and related tasks
- Attending AREA Committee meetings
- Ensuring minute-taking is arranged, prepared, approved and published
- Remaining knowledgeable of the mission and objectives of the committee, the OAREHRS team, as well as familiar with the priorities and direction of the college as it pertains to related programs, policy, and initiatives
- Ensuring an equity-based approach to meeting process and decision-making
- Clarifying, rephrasing, or amplifying expressed opinions where necessary
- Helping to manage conflict and/or raising concerns within the AREA Committee if they arise with members while doing the work of the AREA Committee
- Act as official liaison/delegate to communicate with President
- Ensuring coordination of on-boarding of new committee members
- Receiving and declaration/reading of proxies per meeting
- [Co-Chair(s)] Acting as a representative for the AREA committee at meetings or presentations as required or delegating where necessary
- [Co-Chair(s)] Supporting the committee in evaluating their work annually
- [Co-Chair(s)] Verification of receipt and declaration of proxies per meeting

7. Role of Committee Members

7.1. The role of committee members may vary depending on size of committee, work plan, or activities, but at minimum committee membership includes:

- Attending and participating in meetings
- Supporting agenda setting and evaluation activities
- Notifying Chair/Co-chair(s) if unable to attend meetings
- Participating in equity-based approach to meeting, process, and decision-making
- Identifying and addressing issues and/or conflict in a manner that preserves a collaborative, positive working environment
- May participate in sub-committees, working groups, activities or initiatives, or presentations

8. Meeting Frequency & Meeting Transparency

8.1. Meetings should take place at minimum once per semester. Where the committee builds its foundation and work plan, meetings should occur once every two months. Meetings shall be at a date and time set by the Director, Anti-Racism, Equity and Human Rights Services in consultation with the AREA Committee members. The length of meetings may vary depending on the agenda.

- 8.2. Record of held meeting dates will be available to the public online. Where possible, advance notice of scheduled meeting dates will be available to the public online.
- 8.3. Each meeting will record the following:
- Agenda
 - Attendance
 - Meeting minutes and published in compliance with AODA standards
- 8.4. AREA Committee meetings are open to committee members. Guest or delegate attendance is as approved by Chair.

9. Meeting Minutes

- 9.1 Minutes will be published online according to AODA standards in a timely manner (30 days).

10. Quorum

- 10.1. Quorum for the AREA Committee shall be considered as 24 members. No less than fifty percent of members constitute a quorum, excluding Director, Anti-Racism, Equity and Human Rights Services. External members do not count towards quorum. External members are non-voting members.

11. Decision-Making: Equity & Consensus Based

- 11.1. Advice and recommendations are formulated, to the extent possible, by consensus, to ensure inclusivity and reflect the diversity of views of the membership. When consensus is not possible or practical, decisions will be made by majority rule (50% plus 1 person) of the total number of committee members present (in-person and by proxy). Effort shall be made to ensure all members have the opportunity to vote (i.e., electronic means, in-person, etc.) For members that cannot attend a meeting (virtual, in-person or other means), the individual must declare their proxy vote via email to the Chair/Co-Chair(s) prior to the start of the meeting.

12. Nominations

- 12.1. A college community member who brings understanding, expertise, and experience of the principles of anti-Black racism, diversity, inclusion and human rights and who falls within the stipulated areas of membership representation may be eligible for appointment to the Anti-Racism & Equity Advisory Committee.
- 12.2. Nominations should be directed to the Nomination & Outreach subcommittee.
- 12.3. Employees and/or students participating on the AREA Committee or one of its subcommittees must be in good standing with the college and must conduct themselves in accordance with college-wide policies.

13. Orientation

- 13.1. All new committee members will be oriented to their role and the work of the committee. The orientation process will include an opportunity to:
- Review AREA committee training modules 1 and 2
 - Review relevant documents and plans (ex. [TRC and Anti-Racism Consultation Report September 2019](#), AR strategy and work plan)

14. Subcommittees and Working Groups

- 14.1. The Anti-Racism & Equity Advisory Committee may form subcommittees and working groups as necessary to address specific issues. These subcommittees and working groups shall draw upon members from the broader college community, as well as a member(s) from the Office of Anti-Racism, Equity and Human Rights Services. The Chair of a subcommittee and/or working group shall be a member of the Anti-Racism & Equity Advisory Committee.
- 14.2. Subcommittees are standing committees that do not have an end-date, while working groups typically focus on a specific task, and upon completion of that task, the working group is dissolved. Both subcommittees and working groups that have been formed by the Anti-Racism & Equity Advisory Committee may meet at any time and at any location as agreed by the subcommittee members/working group and are in addition to the regular meetings of the Anti-Racism & Equity Advisory Committee.
- 14.3. Standing subcommittees include:
- Nominations & Outreach subcommittee

15. Remuneration

- 15.1. Anti-Racism & Equity Advisory Committee members shall serve without remuneration in money. It is recommended that the Co-Chair would be provided with release time or equivalent as negotiated with their immediate supervisor as per the “Role of Chair/Co-Chair” section. FT Faculty staff will receive time allotted to their SWF. Non-faculty staff will receive lieu time for time involved with committee duties as approved by manager. Students will receive recommendation letters and gift cards or honoraria equivalents.

16. Resources & Budget

- 16.1. Pre-approved out of pocket expenses related to AREA Committee work will be reimbursed. Approval required from the Director.

17. Terms of Service

- 17.1. Standing AREA Committee membership should be reviewed every three years.
- 17.2. The terms of the AREA Committee are served in rotation in an attempt to ensure continuity. The rotation of members shall proceed as follows. The

Director, Anti-Racism, Equity and Human Rights Services shall designate the terms of each member as a one-year, two-year or three-year terms. Each member shall serve for a term that commences on September 30 of each year. The maximum number of three-year terms a member may serve is two (six years). The maximum number of years a member may serve is six years (combination of one-, two-, or three-year terms). A member can serve more than the maximum terms under special circumstances as determined by the committee.

18. Resignation

- 18.1. A member may resign from the AREA Committee by a written resignation to the Chair and Co-Chair(s) of the committee.

19. Removal of Members

- 19.1. The members may, by resolution passed by fifty percent plus one person of the total membership votes cast at a special meeting of members called for that purpose, remove any member before the expiration of their term. For example, including but not limited to, an individual's non-participation or repeated absence without regrets.

20. Reporting

- 20.1. The AREA Committee provides advice and consultation to the Director, OAREHRS and reports directly to the President or their delegate, the Vice-President, Human Resources and Public Safety and Security quarterly. The Co-Chair will also present to the Board of Governors twice yearly with the Director of the OAREHRS.

21. Approval of Terms of Reference

- 21.1. The terms of reference will be reviewed annually, the committee may recommend amendment to the terms as the nature of the work, or the committee evolves. Majority of the committee must agree to recommended revision. Recommendations reviewed by Vice-President, Human Resources and Public Safety and Security.