



# Terms of Reference

## Board Equity, Diversity and Inclusion Task Force

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- The AIBC operates under a Policy Governance model through which Board Advisory Groups are established to assist the AIBC in developing and implementing policies in fulfillment of legislative requirements, Board policy and organizational priorities.
- AIBC Committees, Board Advisory Groups and operational advisory groups are governed by the *Professional Governance Act*, AIBC Bylaws, Board policies, and the Volunteer Handbook, as applicable.

<b>Established:</b>	September 2023
<b>Term:</b>	Up to 6 months
<b>Type:</b>	Board: (Discretionary)
<b>Members:</b>	
<b>Appointed by:</b>	Board
<b>Term:</b>	Up to 6 months
<b>Selection Criteria:</b>	Elected or Appointed Board Members (current) able to respond and contribute to the task force mandate
<b>Composition Requirements:</b>	Board Members and AIBC staff (Former EDI Task Force Members)

Task Force Members		Composition (as applicable)	Appointment Date
1.	Marguerite Laquinte Francis Architect AIBC	Chair, Board Chair	September 2023
2.	Heather Deal	Public Appointee Board Member	September 2023
3.	Ann McLean Architect AIBC	Registrant Board Member	September 2023
4.	Andy Guiry Architect AIBC	Registrant Board Member	September 2023
Staff		Position	
1.	Mark Vernon CPA, CA, CPA (IL) Chief Executive Officer & Registrar	<i>Ex officio</i>	
2.	Sabinder Sheina, Legal Counsel Director of Professional Conduct and Illegal Practice	Regulator Liaison	

3.	Shawna Chilton CPHR Director, People & Administration	Employer Liaison
4.	Yana MacQueen Associate Director, People & Administration	Employer Liaison
5.	Tracy Tough CAPM Manager, Office of the CEO	Administrative Support

**1.0 Mandate:** In furtherance of the AIBC’s Strategic Plan (Goal #2) the Equity, Diversity and Inclusion (“EDI”) Task Force’s mandate is to support and deliver the AIBC’s EDI Commitment Statement (“the Statement”) such that registrants reflect the society that they serve.

- 2.0 Specific Assignments:**
- Prepare an AIBC Equity, Diversity and Inclusion Action Plan for review and approval by the Board, to be posted on the AIBC website, that will incorporate accountability and reporting mechanisms, while providing clarity of the role of the Board and the role of staff in delivering the Plan.
  - Determine and recommend the appropriate ongoing framework for the Board to provide oversight to EDI processes, initiatives, and any issues that may arise. This may include the development of terms of reference for a permanent EDI joint (Board & staff) advisory group which would implement, monitor, and report on the Action Plan.

**3.0 Deliverables:**

- AIBC EDI Action Plan

**4.0 Reporting:**

- The Task Force will report to the Board.

- 5.0 Liaison with Internal and External Groups/Associations:**
- Formal and informal associations of architects representing the diverse communities within BC
  - Architecture Foundation of BC
  - EDI organizations and experts

- 6.0 Scheduled Meetings:**
- When: To be determined by the task force in order to meet its obligations
  - Place: AIBC offices and/or, video/teleconferencing

**7.0 Quorum:**

- A quorum for any meeting of the task force will be the majority of the members of the task force present in person, and/or by video/teleconferencing.

**8.0 Amending the Terms of Reference**

- The Terms of Reference may be revised by the Board upon the recommendation of the task force or CEO or upon a change of members.