ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference

Board Equity, Diversity and Inclusion Advisory Group

- 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.

Established:	February 2024
Type:	Board Advisory Group
Chair:	
Appointed by:	Board
Term:	1 year (to June 2027)
Members:	
Appointed by:	Board
Term:	1 year, (to June 2027)
Advisory Group Selection Criteria:	The criteria are intended to guide the Board when appointing new members to the advisory group. • Current elected or appointed Board Members able to respond and contribute to the advisory group mandate. • Where possible, training or familiarity with the analytical tools similar to Gender-based Analysis Plus (GBA Plus).
Advisory Group Composition Requirements:	Current Lay and / or Registrant Board Member(s)

Advisory Group Members	Composition (as applicable)	Appointment Date
1. Andy Guiry	**Chair**	July 2026
2. Marguerite Laquinte Francis	Registrant Board Member	July 2026
3. James Huemoeller	Registrant Board Member	July 2026
4. Laura Wilson	Lay Board Member	July 2026
Staff	**Position**	
1. Yana MacQueen CPHR	Chief Administrative Officer	
2. Jenelyn Torres	Director, Registration and Licensing	
3. Anita Handregan	CEO & Registrar	

1.0 Mandate:

- To be proactive, responsive, and to champion equity and inclusion at the Institute and the profession
- To support and deliver on the AIBC's EDI Commitment Statement ("the Statement")

2.0 Specific Assignments:

- Review the EDI Action Plan and appendices developed by the EDI Task Force (Complete 2024)
- Develop a Board policy for providing ongoing EDI direction for the Board and staff (Complete 2024)
- Develop and maintain a priority list of action items with performance indicators to be addressed (ongoing)
- Report on collected data and the proposed areas of focus based on a review the relevant data, issues, and projects identified by the Board or Staff and a GBA+ analysis (annually, ongoing)

3.0 Deliverables:

- Board EDI Policy (Complete 2024)
- Annual report with performance indicators for each action on the priority list and a monitoring schedule to review issues and actions deemed complete.

4.0 Reporting:	• Advisory group reports to the Board as indicated in section 3.0 and the Action Plan
5.0 Liaison with Internal and External Groups/ Associations:	• Internal: AIBC Board, advisory groups and staff as and when required. • External: Other professional regulators, and associations, as appropriate, to consider parallel and related initiatives.
6.0 Scheduled Meetings:	• When required • Place: AIBC offices and/or, video/teleconferencing
7.0 Quorum:	• A quorum for any meeting of the advisory group will be the majority of the members that must include the Chair; present in person, by phone, 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 advisory group or CEO; upon a change of members; or at the close of the mandate.