



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.

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| Established: | February 2024 |
| Type: | Board Advisory Group |
| Chair: | |
| Appointed by: | Board |
| Term: | 1 year (to June 2026) |
| Members: | |
| Appointed by: | Board |
| Term: | 1 year, (to June 2026) |
| Advisory Group Selection Criteria: | <p>The criteria are intended to guide the Board when appointing new members to the advisory group.</p> <ul style="list-style-type: none">• 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 Architect AIBC | Chair | July 2025 |
| 2. Marguerite Laquinte Francis Architect AIBC | Registrant Board Member | July 2025 |
| 3. Manoochehr Azizi Architect AIBC | Registrant Board Member | July 2025 |
| Staff | Position | |
| 1. Yana MacQueen CPHR | Director, People Operations | |
| 2. Jenelyn Torres | Director, Registration and Licensing | |
| 3. Mark Vernon CPA, CA, CPA (IL) | 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 (2024)
- Develop a Board policy for providing ongoing EDI direction for the Board and staff (2024)
- Develop and maintain a priority list of action items with performance indicators to be addressed (2024, 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 (Fall 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.