



## Diversity and Inclusion Committee

### Terms of Reference

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| Committee Type: | Board Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Purpose:        | <p>The purpose of the Diversity and Inclusion Committee is to:</p> <ul style="list-style-type: none"><li>• ensure that the Board undertakes its work in an atmosphere of social justice, equity, and respect for diversity and inclusion;</li><li>• advocate for fair treatment of every person involved in the sport of rowing throughout Ontario;</li><li>• ensure that everyone has the opportunity to access the sport of rowing in Ontario in a manner that is relevant and appropriate to them;</li><li>• ensure that everyone is able to participate in a safe, welcoming, and inclusive sport system, where every participant, be it athlete, coach, official, volunteer, board member, or administrator, feels that they belong and are valued; that their voices are heard; that they have a right to choice and consent; that they face no inequitable barriers to leadership roles; they are encouraged and supported to take these roles on, if they so choose; and there are individuals available to act as mentors;</li><li>• develop and foster an inclusive and diverse environment for participants throughout Ontario, which acknowledges the differences in people that includes, but are not limited to: age, gender, sexual orientation, race, ethnicity, abilities, education, background, individuals' unique life experiences, qualities, and characteristics;</li><li>• embrace, respect, and value differences in people regardless of age, gender, sexual orientation, race, ethnicity, abilities, education, background, individual's unique life experiences, qualities, and characteristics;</li><li>• acknowledge that equity doesn't always mean equality;</li><li>• acknowledge that issues of race permeate the sport of rowing, whether it be the lack of diversity in participants or inequalities related to access to safe exercise spaces;</li><li>• acknowledge that all people from any background have equal value and all people deserve equal treatment as it relates to human rights, social justice, and respect; and</li><li>• Collaborate with Row Ontario staff to determine, and work towards established targets each fiscal year, as set out in the Row Ontario strategic plan.</li></ul> |
| Timeline:       | As a Standing Committee of the Board, there is no limit to its existence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Composition:    | <p>The Committee shall be up to a maximum of 10 people composed of:</p> <ul style="list-style-type: none"><li>○ A Chairperson;</li><li>○ At least one [1] member of the Board;</li><li>○ At least one [1] Registered Participant, of which one must:<ul style="list-style-type: none"><li>○ be from a Member Club; and</li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                           | <ul style="list-style-type: none"> <li>○ Have experience or sound understanding of the spectrum of diversity.</li> </ul> <p>Membership shall not be limited to registered participants or direct members of the Row Ontario, or wider rowing community.</p> <p>In addition to the 10 Committee members, the CEO, or appointed delegate, whom is a non-voting ex-officio member, will also be a member of the Committee.</p> <p>The Committee may, from time to time, call upon other person(s) for expertise, as recommended by the Committee, and approved of by the Board.</p> <p>The Committee strives to achieve diverse membership and representation that is reflective of its commitment to diversity and inclusion. The Committee shall be inclusive of all perspectives and encourage full participation in discussion, leadership, and consensus decision making.</p> |
| Term:                     | <p>The term of the Committee members shall expire every year on the date of the Row Ontario AGM. The appointment of Committee members shall be done by the end of January, following the AGM. If the Committee members wish to continue and the Board approves their appointment, there shall be no limit to their term.</p> <p>A call for expression of interest shall be conducted by Row Ontario staff to seek members to fill vacant positions. Recommendations will be made by the Committee and appointment shall be made by the Board. Equitable consideration shall be given to all interested individuals.</p>                                                                                                                                                                                                                                                         |
| Chairperson:              | <p>The Board Appointed Chairperson shall be appointed by the Board from any of the voting members of the Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Committee positions:      | <p>The Committee positions are appointed by the Board, through an open Expression of Interest process. The CEO, or appointed delegate, will serve in an advisory capacity to the Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Quorum:                   | <p>Shall be a majority of the Committee members present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Decision Making Progress: | <p>Decisions or recommendations from the Committee shall be made by consensus. If consensus is not reached among Committee members, the Board will review all considerations from those dissenting Committee members, anonymously, and either accept the recommendation of the Committee or determine any necessary next steps.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Authority Delegated:      | <p>The Committee shall make recommendations to the Board on diversity and inclusion matters such as policy review and development, by-law revisions, programming, etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Reporting:                | <p>The Committee will report to the Board by providing a summary report of initiatives and progress on an annual basis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Meetings:                 | <p>The Committee will meet via conference call, or other electronic means, at a minimum quarterly. Additional meetings may be called from time to time, by the Chairperson, based on the workload assigned to it, either by the Board or the CEO.</p> <p>Agendas are to be set by the Chair, with input from Committee members and Row Ontario staff and sent to Committee members at least 3 days in advance of each meeting.</p> <p>Meeting minutes, including action items shall be shared via email with the Committee no later than 5 business days following each meeting.</p>                                                                                                                                                                                                                                                                                            |

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| Staff support:                    | The Committee will receive the necessary resources and administrative support from Row Ontario to fulfill their mandate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Specific Areas of Responsibility: | <p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>○ Develop and support the implementation of a Board approved Diversity and Inclusion Strategy as part of the Row Ontario strategic plan;</li> <li>○ Provide for, and incorporate, cultural competency training into Row Ontario's programs, policies, etc.;</li> <li>○ Review Row Ontario's policies, bylaws, and governance documents, to ensure that diversity and inclusion is considered throughout and to address systemic racism and discrimination;</li> <li>○ Initiate and participate in the development of new policies, where necessary, to align with social matters related to diversity and inclusion;</li> <li>○ Advocate for diversity among Row Ontario staff, the board, and committees, and to ensure that the sport of rowing in Ontario builds towards a more diverse and inclusive sport community;</li> <li>○ Identify a spokesperson and champion of diversity and inclusion on behalf of Row Ontario and the Board;</li> <li>○ Oversee a grant program for individuals who come from disadvantaged or marginalized groups, so as to make the sport of rowing more accessible to Ontarians (once created);</li> <li>○ Advocate for Member Clubs to create a grant program for individuals who come from disadvantaged or marginalized groups within their community, so as to make the sport of rowing more accessible;</li> <li>○ Review of Row Ontario as an organization and provide recommendations to the Board on how to change systemic inequalities in the sport of rowing in Ontario;</li> <li>○ Organize and run ongoing training sessions for staff, officials, volunteers, and board members to ensure cultural competency training across various groups;</li> <li>○ Advocate for Member Clubs to organize and run ongoing training sessions for staff, board members, volunteers, and administrators, to ensure cultural competency training across various groups;</li> <li>○ Develop and have readily available updated and ongoing resources on diversity and inclusion for Row Ontario staff, the board, and Members Clubs;</li> <li>○ Initiate, foster, and maintain, on behalf of Row Ontario and the Board, relationships with different communities in Ontario, such as, but not limited to, BIPOC and LGBTQ2+;</li> <li>○ Create a platform to raise and discuss issues on diversity and inclusion where Row Ontario or the Board, can listen to concerns and struggles of individuals, and create opportunities to work together to identify changes that can be made in the short and long term to better the sport of rowing and the experiences of all participants;</li> <li>○ Develop and implement a mentorship program that encourages diverse and inclusive opportunities for interested individuals to participate in all levels of the sport of rowing, including, but not limited to, coaches, officials, board members, administrators, etc;</li> <li>○ Advocate on behalf of Row Ontario for OAAP carding to include language about supporting athletes from diverse backgrounds; and</li> <li>○ Collaboratively provide a written report to Row Ontario annually, quantitatively summarizing updates, initiatives and progress made throughout the fiscal year.</li> </ul> |
| Sub Committees:                   | The Committee may establish sub committees from time to time, to assist the Committee in carrying out its purposes as set out in these Terms of Reference. Any subcommittee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                   | will report to the Committee.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Amendments to Terms of Reference: | <p>These Terms of Reference are a living document that will undergo review at least once per fiscal year, and revision, as necessary. The Committee shall provide recommendations to the Board Appointed Chair and Row Ontario staff, which best reflect and align with the Row Ontario membership, social climate, and strategic objectives.</p> <p>The Committee shall receive the updated Terms of Reference once they are approved by the Board.</p> |

*Board approved last: October 26, 2020*