



Association
of Registered
Interior Designers
of Ontario

Terms of Reference ARIDO Ambassadors

Objective:

The ARIDO Ambassadors will focus on serving as public facing, appointed representatives of the ARIDO membership. Volunteers in this role will be available to the Public Relations Consultant when public facing media or speaking opportunities arise. Ambassadors will serve as “on call” by the staff or Public Relations consultant and will be screened and approved by the ARIDO Board of Directors.

Ambassador Responsibilities and Scope:

The ARIDO Board of Directors has determined the scope for this volunteer group as follows:

- Serve as a voice on behalf of ARIDO and the profession of Interior Design for public facing initiatives.
- Volunteer their time to attend public facing media or speaking opportunities, as identified by ARIDO or the Public Relations Consultant.
- Be respectful and serve as a champion of the profession in Ontario.
- Promote ARIDO and the Registered Interior Designer credential in the role of Ambassador.
- Speak positively about the profession and ARIDO at all times.
- Attend training and meetings as required.

General:

- Deliver monthly reports to the ARIDO Board of Directors.
- Liaise and consult with other ARIDO Committees as necessary for the fulfillment of their mandate.

Detailed Volunteer Responsibilities:

The detailed mandate of this committee is as follows:

- Work with staff and Public Relations consultant in meeting their scope and mandate.

Detailed Staff Responsibilities:

The ARIDO Staff will be responsible for:

- Coordinating committee meetings.
- Minutes that document meetings and discussion.
- Lead any operations or logistics required to execute the scope and deliverables.
- Liaise with other staff as required to execute the scope and deliverables.

Meetings:

- ARIDO Ambassadors will meet quarterly to share experiences and their participation in public facing opportunities with each other and work collectively to build a cohesive ARIDO Brand for all public facing opportunities under the direction of the Public Relations Consultant.

Reporting:

This committee will report directly into ARIDO Board of Directors. The committee will have no formal decision-making authority but will bring forward recommendations for the consideration by ARIDO Board.

Chair(s) of the Committee

The committee will have a Chair(s) that is a current voting Director(s) on the ARIDO Board of Directors for 2024/2025 term.

Structure:

This committee shall consist of 25 - 50 volunteers. The desired qualifications of Committee Members are outlined below, with the intent that the Committee strives to appropriately reflect:

- under-represented groups such as Black, Indigenous and people of colour, the LGBTQ2S+ and other marginalized individuals currently within and emerging into the interior design profession.
- All sectors of interior design, including but not limited to, residential, corporate, healthcare, hospitality, retail and institutional.
- Diverse representation, geographically, in Ontario. ie Provincial representation.

Committee meetings will be chaired by the Board member appointed to the committee. The Executive Director will identify ARIDO Staff who will be assigned to the execution of scope and provide all administrative support.

The Chair(s) will set the agenda, chair meetings, determine consensus, and assign tasks to Committee Members, where needed. The Chair(s), and/or appointed staff are the primary liaisons to the ARIDO Board of Directors. The Chair will ensure that the Charter of Respect is included at the start of every meeting.

Qualifications:

This Committee may consist of 15-50 volunteers. Members of this Committee must be ARIDO Registered members in good standing.

Term:

This committee will be in place until otherwise determined by the ARIDO Board of Directors. The term for the committee will be a one-year term and will be reaffirmed every year. Individual Committee Members may be replaced upon the expiry of their term.

In alignment with the Board's policy on Committees, committee members can be removed from a committee where they miss 3 or more consecutive Committee meetings.

Approval Date: April 15, 2024

Effective Date: April 15, 2024

Next Scheduled Date for Review: April 2025