



Association  
of Registered  
Interior Designers  
of Ontario

## Terms of Reference ARIDO Communications Committee

### **Committee Objective:**

The Communications Committee will focus on internal communication activities that align with and work to achieve select desired goals of the strategic plan. This includes advising the Board on the most effective way to communicate internally to existing members at ALL levels, as well, to connect members with one another and further the organization's goals of equity, diversity, and inclusion. It is expected that this Committee may liaise and consult with other committees as needed, in the delivery of their mandates. It is the objective of this Committee to build upon existing strategies deployed to date and recommend/develop new approaches that align with the 2023/2025 Strategic Plan.

### **Committee Responsibilities and Scope:**

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

- Facilitating more inclusive communication methods that include:
  - Gathering and obtaining feedback from members, in a transparent way on their needs and how they wish to be engaged.
  - Develop ways members can inform ARIDO of issues facing them both individually and the profession.
  - Enabling ARIDO to communicate directly and share valuable information to the membership.
  - Provide and formalize language options for member communication.
  - members to connect and discuss issues together; and
  - connecting different generations of members with one another.
- Curate and implement monthly spotlight on internal leadership team and its commitment to diversity, equity, and accessibility.
- Increase engagement within our community by finding ways to further connect and engage with BIPOC, underrepresented and diverse members such as black, indigenous, people of colour, newcomers and LGBTQ2+S.
- implement and commit to conducting annual engagement surveys that capture demographics, perspectives and engagement for members, suppliers, and vendors.
- working with a third-party partner to support accessibility requirements for all online and in-person events.
- Empowering our community members to be advocates by:
  - Collecting real life experiences and sharing client stories from an end user of space and human experience perspective.
  - Sharing member knowledge and journeys with each other; and
  - Creating emotional story connections and facilitate discussion about real life experiences in the firms.
  - Reporting on an annual basis any actions related to community outreach and employee volunteer involvement.
  - Create and implement a recruitment strategy to attract and retain the participation of diverse and underrepresented professionals through outreach and marketing initiative.

### **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 to develop proposed approaches and strategies in meeting their scope and mandate.
- Assist where practice related insight, oversight or content may be required.
- Recruit volunteers to support the deployment of scope, where required.

### **Detailed Staff Responsibilities:**

The ARIDO Staff will be responsible for:

- Coordinating committee meetings.
- Minutes that document action items and decisions.
- Working with the Chair(s) in drafting proposals that require approval by the ARIDO Board.
- Lead any operations or logistics required to execute the scope and deliverables.
- Liaise with other staff as required to execute the scope and deliverables.

### **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 7-10 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.

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 shall consist of 7-10 volunteers. Members of this Committee may be ARIDO members in good standing and/or non-members.

**Term:**

This committee will be in place until otherwise determined by the ARIDO Board. 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