



Association
of Registered
Interior Designers
of Ontario

Terms of Reference ARIDO Emerging Professionals Committee

Committee Objective

The Emerging Professionals Committee will focus on activities that align with and work to achieve select desired goals of the strategic plan including alignment with the organization's commitment to advancing equity, diversity and inclusion. This includes advising the Board on strategies that will champion for opportunities and career growth for interns, students and diverse professionals. 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 2023/2024 Strategic Plan.

Committee Responsibilities and Scope

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

- Connecting students to coop opportunities.
- We will increase engagement within our community by finding ways to further connect and engage with:
 - Students enrolled in an ARIDO-recognized education program, and
 - Career Xpress Committee Ambassadors within the interior design programs.
- Oversee the development and deployment of career support programs run by the Career Xpress Committee. *See Appendix A for CX Committee TOR.*
- Identify equity, diversity, accessibility and inclusion needs of intern and student members.
- Create a more welcoming and inclusive membership community where everyone belongs by updating the criteria for scholarships to include ARIDO's commitment to diverse and underrepresented students and newcomers.
- Develop value-added programs and initiatives that enable thriving careers for interior designers and that prioritize the inclusion of underrepresented designers and companies, by:
 - Hiring a third party to update and expand the mentorship program to include:
 - Opportunities for diverse and/or underrepresented individuals.
 - Connecting different generations with one another.
 - Including students.
 - Peer-to-peer practice support.
 - Importance of diversity and accessibility along with two-way learning, where the Mentee and Mentor are on learning journeys together.
 - Cross Firm mentorship led and supported by principals/owners.
- We will increase design firm and industry partner commitments and engagement to support ARIDO's commitment to advancing equity, diversity and inclusion by:
 - Encourage design firms industry partners and corporate partners to create scholarships for diverse and underrepresented students and newcomers.
 - Review sponsorships and partnership agreements and update to include collaboration with diverse and underrepresented organizations and communities.

General:

- Deliver monthly reports to the ARIDO Board of Management.
- 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 Management. 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 Management for 2023/24.

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 Management. 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 17, 2023

Effective Date: April 17, 2023

Next Scheduled Date for Review: April 2024

Appendix A: Career Xpress Committee



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Student Career Xpress Committee

Committee Objective

The Career Xpress Committee is in place to increase engagement with students currently enrolled in an ARIDO-recognized education program and to bridge the gap between education and entrance to the Interior Design Career Path. The work of this committee directly demonstrates ARIDO's commitment to support student growth along the career path.

Scope

The CX Committee will provide yearly student events in all regions throughout Ontario with the assistance of the local chapters, educators and members in order to:

- Help to expand this benefit of Student membership by providing portfolio prep and review events to all regions within Ontario.
- Further ARIDO's engagement of Student, Educator, and Chapter members across Ontario.
- Provide opportunity for designers to be part of local events benefiting the future of the industry.

General:

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

Structure

Members of this committee will need to be ARIDO Student, Intern and Registered members in good standing. The following is a breakdown of the committee structure:

- Chair: this position should be held by one Intern or Registered member.
- Co-Chairs: one or more Intern or Registered member can act as Co-Chairs in each of the below regions. These Co-Chairs can be individuals already involved with the local chapters.
- Eastern Ontario
- Western Ontario
- Grand Valley
- Greater Toronto Area
- Students: a minimum of 4 Student member ambassadors per ARIDO School; ideally two in first or second year and another two in third or fourth year.

Roles

Below are the individuals who will need to be engaged in order to make the Ontario student committee events a success in each region:

INDIVIDUAL	RESPONSABILITY
Chair CX Committee	Will lead Co-Chairs and students on the committee and review the recruiting and engagement of new student and member volunteers, meets with Chapters and schools to explain structure of events, provides guidance to Chapters and Schools (especially for the first year) with event set-up in each region.
Co-Chairs	Assist Chair in organizing events in their region. Acts as a liaison between the chapter and the committee.
Student Ambassadors from each ARIDO school	Act as ambassadors for ARIDO and the Student Committee and help to promote student events and opportunities to fellow students in the Interior Design program at their school.
Chapter Chairs (for EOC, GTA, GVC, WOC – London, WOC – Windsor)	Works with ARIDO staff, Chair, Co-Chair, Student Volunteers (per region), and School Program Chairs and Coordinators towards the organization and promotion of Portfolio Prep and Review events.
School Program Chairs & Coordinators	Assists in coordinating events based on program deadlines with all of the key players listed above. Helps to promote events alongside Student Ambassadors.
Membership Coordinator	Ensures the entire Ontario student model gets underway, all necessary parties are engaged, timelines are followed, reporting to the Board on progress, assisting in student recruitment, event set-up by region, etc.

The Chair(s) will oversee the work and process followed by the Committee. The Membership Coordinator will take minutes and execute all administrative and operational activities related to the work of this committee. The Executive Director may be consulted with, if required.

The Chair(s) will set the agenda, chair meetings, determine consensus, and assign tasks to Committee Members, where necessary. The Chair(s) along with the Membership Coordinator are the primary liaisons to the ARIDO Board of Management.

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. The Committee Chair(s) will be replaced upon the expiry of their term on the Board of Management.

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