



Association
of Registered
Interior Designers
of Ontario

Terms of Reference

Equity, Diversity, Accessibility and Advancement Committee

Committee Objective

The Equity, Diversity, Accessibility and Advancement (EDAA) Committee will support ARIDO to further its continued commitment to foster and uphold diversity and inclusion in the interior design profession and greater community at large. This committee will support ARIDO's commitment to:

- Creating a welcoming and respectful community that is dedicated to building meaningful, progressive change towards diversity and belonging.
- Boldly advocate and champion the growth of ARIDO members and stakeholders during various stages of their professional and personal journeys.
- Honour ARIDO's responsibility as an industry leader to forge a new pathway to advance equity and diverse representation through actionable programs and policies.

Committee Responsibilities and Scope

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

- Work with Matrix360 to further ARIDO's journey and commitment to advancing equity, diversity, accessibility and inclusion.
- Deploy and oversee Affinity Groups to execute the master plan and initiatives related to the Strategic Plan.
- Be the voice of Diversity and Inclusion within the organization.

The Affinity Sub-committees of the EDAA committee will focus on the following items:

Education Subcommittee

- We will develop value-added programs by working with third parties as needed to curate educational curriculum and programs:
 - for diversity, equity and accessibility learning for members and industry partners.
 - on accessibility in design and spaces for all members to participate.
- Raise awareness on the value of design and qualified interior designers through advocating for the design of interior spaces that exceed minimum accessibility standards.
- We will expand our commitments to increasing diverse representation in the Interior Design sector by actively encouraging and recruiting the participation of diverse representation on panels, (i.e. creating a database of diverse leaders and speakers).
- Curate a formal online resource for members and industry partners that includes a resource library, education workshops and lunch & learns focused on equity, diversity and inclusion learning, knowledge, and experiences for members and industry partners; and

Foundation Subcommittee

- Conducting annual reviews and updates to ARIDO's:
 - published diversity statement connected to ARIDO's values and principles. This will be supported by the curation of specific goals focused on diversity, equity and accessibility initiatives (internally and externally).
 - values and goals for their connectivity to diversity, equity and accessibility which reflects and is

connected to our diversity statement.

- vision and mission statements to reflect broader sustainability and diversity goals.
- Increase diverse representation in the Interior Design sector by:
 - increasing supplier diversity through creating and developing an online portal for diverse businesses and support the advancement of diversity and accessibility in the design industry.

Community Outreach Subcommittee

- Launch a community outreach campaign focused on building relationships with diverse and underrepresented groups, specifically Black, Indigenous, and People of Colour communities, professionals, and associations across Ontario, including outside the GTHA.
- Create and formalize outreach processes and programs:
 - To create and implement member participation with community outreach.
 - To increase outreach and partnerships with diverse and underrepresented community groups and associations across Ontario.
 - to attract, recruit and retain diverse and underrepresented professionals into leadership positions.
 - to foster outreach to diverse and underrepresented communities (through schools, community organizations, non-profits, newcomers, and youth groups).
- Increase ARIDO's presence with diverse and underrepresented community groups and associations across Ontario through partnerships and educational promotional opportunities by promoting the design profession and industry to high school student populations.
- Advocates for accessibility and people with disabilities in the design industry.
- Advocacy for accessibility and equity through the design industry: (school board, institutions), government relations (provincially and federally)

Public Awareness Subcommittee

- promote ARIDO's involvement and commitment to diversity, equity and accessibility.
- create better methods that include accessibility as a priority ie. website, communications during webinars, workshops.
- promote the design industry to underrepresented communities, newcomers, diverse professionals.
- We will expand our commitments to increasing diverse representation in the Interior Design sector by connecting with Interior Design organizations and market the importance of ARIDO to attract diverse professionals.
- Increase ARIDO's presence with diverse and underrepresented community groups and associations across Ontario through partnerships and educational promotional opportunities with a focus of promoting the design profession and industry to underrepresented communities, newcomers, and diverse professionals.

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.

- Recruit volunteers to support the deployment of scope, as 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 15-30 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(s) will ensure that the Charter of Respect is included at the start of every meeting.

Qualifications

This Committee shall consist of 15-30 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