



Association  
of Registered  
Interior Designers  
of Ontario

## **Terms of Reference Interior Design Week (IDW) Task Force**

### **2023 Interior Design Week Ontario**

The launch of Interior Design Week Ontario includes focused programming that supports the Master Plan objectives and desired outcomes led by the Equity, Diversity, Accessibility, and Advancement Committee. It builds off programming that provides a platform that unites collaborators across Ontario who have a passion for an inclusive, diverse, and thriving ARIDO community. Interior Design Week provides the opportunity for community members to advocate publicly for safe, innovative, and thriving interior environments to an external audience.

### **Desired Outcomes**

- For ARIDO members:
  - contribute to and engage in a shared sense of identify - collective WE
  - Feel they can engage in deeper conversations.
  - Have a sense of belonging where they can join and be a contributor to ARIDO's E, D&I journey
- For decision makers and stakeholders:
  - understand the value of partnering with an interior designer.
  - see ARIDO as a stakeholder and better understand the necessity of interior design related to innovative spaces in Ontario.

This event will build further upon the Affinity Group Work stemming from the EDAA Committee and the 2023/24 ARIDO Strategic Plan, with programming focusing on the value of interior design and collaboration with the profession. This phase of programming is intended to bring the work of ARIDO and our community to engage an external audience. This is also an opportunity for ARIDO to collaborate with other external organizations such as Interior Designers of Canada. This will enable the expansion of the scope and reach of Interior Design Week by developing a unified, collective voice for the profession in all jurisdictions.

### **Task Force Responsibilities and Scope**

The scope of the Task Force will include but not be limited to developing a proposed program for Interior Design Week in Ontario that aligns with the 2023/2024 ARIDO Strategic Plan, objectives, and priorities.

### **Detailed Volunteer Responsibilities**

The detailed mandate of this task force is as follows:

- work with staff to develop proposed programming for the Educate, Advance Change and Community Streams. The ARIDO Awards Gala is not included within the scope of this task force.
- Assist in identifying for all parts of the program:
  - Speakers, panelists, and moderators, as needed.
  - Target external audiences.
  - Partners and collaborators, including sponsors.
  - Project tours selection.
  - Program details.
  - Content development as required.
- Recruit volunteers to support the deployment of the program, as required.
- Work with staff in the execution of the event.

### **Detailed Staff Responsibilities**

The ARIDO Staff will be responsible for:

- Coordinating IDW meetings and the strategic sessions.
- Drafting the proposed program for presentation to the ARIDO Board.
- Leading the logistics of the event, including, but not limited to:

- Identifying event dates and schedules.
- Identify venue and executing contracts, where applicable.
- Setting and deploying registration, where applicable.
- Developing sponsorship packages.
- Engaging chapters where possible.
- Managing event budget and finances.
- Promotion and marketing of the event.

**Reporting**

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

**Chair(s) of the Task Force**

The Task Force will have a Chair(s) that is a current voting Director(s) on the ARIDO Board of Management for 2023/24.

**Structure**

This Task Force shall consist of 7-10 volunteers. The desired qualifications of Task Force members are outlined below.

IDW meetings will be chaired jointly by the task force chair(s) and the Executive Director. The Executive Director will identify ARIDO Staff who will be assigned to the execution of all activities related to the program and provide all administrative support.

The Chair(s) will set the agenda, chair meetings, determine consensus, and assign tasks to Task Force Members, where needed. The Chair(s), and/or Executive Director 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 Task Force shall consist of 7-10 volunteers. Members of this Task Force may be ARIDO members in good standing and/or non-members.

**Term**

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

Approval Date: April 17, 2023

Effective Date: April 17, 2023

Next Scheduled Date for Review: April 2024