



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. 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 2022/2023 Strategic Plan.

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

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

- Gathering and obtaining feedback from members, in a transparent way:
  - on their needs and how they wish to be engaged.
  - ways they can inform ARIDO of issues facing them both individually and the profession.
- Develop ways for:
  - members to connect and discuss issues together; and
  - ARIDO to communicate directly and share valuable info to the membership.
  - connecting different generations of members with one another.
- To establish an online forum for members to post issues or questions for other members to help with.

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 Responsibility:

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 Task Force**

The committee will have a Chair(s) that is a current voting Director(s) on the ARIDO Board of Management for 2022.

**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.

**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 19, 2022

Effective Date: April 19, 2022

Next Scheduled Date for Review: April 2023