



Association
of Registered
Interior Designers
of Ontario

Terms of Reference ARIDO Interior Design Show (IDS) Task Force

Task Force Objective

The Interior Design Show Task Force will focus on activities that align with and work to achieve select desired goals of the strategic plan. This includes advising the Board on strategies and approaches focused on public education on the value of the scope of Interior Design while also building value-based programming for ARIDO members which will be executed during the Interior Design Show Toronto, January 2024. As with all other volunteer working groups, it also includes goals that align with the organizations commitment to advance equity, diversity and inclusion. It is expected that this Task Force may liaise and consult with other Task Forces as needed, in the delivery of their mandates. It is the objective of this Task Force to build upon existing strategies deployed to date and recommend/develop new approaches that align with the 2023/2024 Strategic Plan.

Task Force Responsibilities and Scope

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

- Develop and deliver initiatives focused on:
 - Increasing ARIDO value programming for members by Initiating programming during trade days at IDS.
 - Develop and deliver public facing education on the value of interior design with a focus on:
 - the benefits of businesses working with interior designers.
 - Showcasing what the profession does.
 - Interior design as a career path for high school students.
 - Design and execute the build out of the ARIDO/IDS stage
 - Work with ARIDO staff to secure sponsorship and donated services and products related to ARIDO's participation in the show.
 - Representing both residential and commercial practicing members.

General:

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

Detailed Volunteer Responsibilities

The detailed mandate of this Task Force 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, as required.

Detailed Staff Responsibilities

The ARIDO Staff will be responsible for:

- Coordinating Task Force 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 Task Force will report directly into ARIDO Board of Management. The Task Force 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 Task Force will have a Chair(s) that may be a current voting Director(s) on the ARIDO Board of Management for 2023/2024.

Structure

This Task Force shall consist of 7-10 volunteers. The desired qualifications of Task Force Members are outlined below, with the intent that the Task Force 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.

Task Force meetings will be chaired by the Board member appointed to the Task Force. 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 Task Force 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 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.

In alignment with the Board's policy on Task Forces, Task Force members can be removed from a Task Force where they miss 3 or more consecutive Task Force meetings.

Approval Date: xx

Effective Date: xx

Next Scheduled Date for Review: xx