



Terms of Reference Education Committee

Objectives:

The Education Committee 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 that will reinforce ARIDO's value proposition to Members and the industry, including several areas related Education for ARIDO members in the area of EDI and the business of design. 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 current Strategic Plan.

Education Committee Responsibilities and Scope:

The ARIDO Board of Directors has determined the scope for this volunteer group as follows:

1. Develop an evidence-based ARIDO Education Strategy & Plan by researching best practices, case studies, and leveraging market research, that considers the following:
 - a. Broadly effective strategies and tools that will enhance and reinforce ARIDO's value proposition to Members.
 - b. Conducting research to further strengthen the following proposed initiatives by assessing their potential impact, identifying leading practices, and recommending effective implementation approaches:
 - Develop value-added programs by working with third parties as needed to curate educational curriculum and programs.
 - Provide diversity, equity and accessibility learning for members and industry partners.
 - Webinars and presentations on practice-related matters, including OBC, HR, financial management, succession planning, and running a practice.
 - Quarterly lunch-and-learn educational series for leadership teams.
 - Support education that encourages leadership teams to champion change, increased representation, and open discussion of diversity and equity issues
 - Expand commitments to increasing diverse representation in the Interior Design sector by actively encouraging and recruiting the participation of diverse representation on panels, including creating a database of diverse leaders and speakers.
 - Engage underrepresented and diverse members, students enrolled in ARIDO-recognized education programs, Career Xpress Committee Ambassadors, and faculty/Educator members of ARIDO.
 - 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.
 - Create opportunities for members to share knowledge, journeys, emotional story connections, and real-life experiences in firms.
 - Host webinars and presentations on practice-related matters, including OBC, HR, financial management, succession planning, and running a practice.
 - Interior design master class training programs.

General:

- Deliver monthly reports to the ARIDO Board of Directors.
- 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.

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 reports directly to the **ARIDO Board of Directors**.

The Committee has no formal decision-making authority and brings forward **recommendations** for Board consideration.

Chair(s) of the Committee:

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

Structure:

- The Committee shall consist of 5–7 volunteers
- Membership should strive to include students, interns, early-career professionals, and diverse perspectives, including equity-deserving groups

Committee meetings will be chaired by the Committee Chair. The ED will assign ARIDO staff to provide administrative and operational support.

The Chair will:

- Set agendas and chair meetings
- Determine consensus and assign tasks
- Act as the primary liaison to the ARIDO Board
- Ensure inclusion of the Charter of Respect at the start of meetings

Qualifications:

This Committee shall consist of 5-7 volunteers. Members of this Committee may be ARIDO members in good standing.

Term:

- One-year term, reaffirmed annually by the ARIDO Board
- Members may be replaced upon expiry of their term
- Members may be removed after three (3) consecutive missed meetings, in accordance with ARIDO policy

Approval Date: 2026-05-21

Effective Date: 2026-05-21

Next Scheduled Date for Review: March 2027