



Terms of Reference Foundation Committee

Objectives:

The Foundation 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 to encouraging business and firms to adopt inclusive policies and supporting diverse owned business in the interior design sector. 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.

Foundation Committee Responsibilities and Scope:

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

1. Complete the Diverse Suppliers List for the ops team to deploy on the website
2. Develop and plan dissemination to board, team and members, EDI Policies & Programs that consider creating:
 - a. Revised Anti harassment and Discrimination Policy
 - b. Human Rights policy
 - c. Newcomer Strategy
 - d. Social Procurement Program comprised of two components: Supply Chain Diversity, and Workforce Development
 - e. Corporate Accessibility Policy
3. Reinforce ARIDO's value proposition to Members and the industry by designing, disseminating, collecting, and analyzing surveys to members and creating the following value proposition maps:
 1. Non reg services to members
 2. Regulatory services to member
 3. ARIDO to industry
 4. ARIDO to public
2. Develop an evidence-based ARIDO Diverse Representation 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, the public, and the industry,
 - b. Conducting research to further strengthen the following proposed initiatives by assessing their potential impact, identifying leading practices, and recommending effective implementation approaches:
 - Encourage design firms and industry partners to create scholarships for diverse and underrepresented students and newcomers.
 - Review sponsorship and partnership agreements and update them to include collaboration with diverse and underrepresented organizations and communities.
 - Develop templates and best practices for inclusive policies for adoption by design firms and community organizations.

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