



Association  
of Registered  
Interior Designers  
of Ontario

**Terms of Reference**  
**ARIDO Emerging Professionals Committee**  
*(with Subcommittee: Career Express)*

**Committee Objective:**

The Emerging Professionals Committee (EPC) supports ARIDO's Strategic Plan 2026–2028 by advancing coordinated strategies that support students, interns, and early-career professionals as they enter, navigate, and progress along the interior design career pathway.

The Committee advises the Board on strategies and initiatives that:

- Strengthen equitable and accessible pathways into the profession
- Support career development, readiness, and advancement for emerging professionals
- Remove systemic barriers experienced by students, interns, and equity-deserving groups
- Foster connection, belonging, and early engagement with ARIDO
- Reinforce ARIDO's commitment to equity, diversity, inclusion and accessibility (EDIA)

The Committee works in collaboration with other ARIDO committees and staff to ensure alignment across the member lifecycle, particularly recruitment, engagement, and early retention.

**Committee Responsibilities and Scope:**

The ARIDO Board of Directors has determined the scope for this Committee as follows.

The Committee will:

- Provide strategic oversight and coordination of initiatives supporting emerging professionals
- Identify trends, barriers, and opportunities impacting students, interns, and early-career professionals
- Strengthen engagement with:
  - Students enrolled in ARIDO-recognized education programs
  - Intern members
  - Early-career professionals
- Advise the Board on policies, programs, and initiatives affecting emerging professionals
- Ensure EDIA principles are embedded across student and intern engagement efforts
- Oversee the work of the **Career Express Subcommittee**
- Approve consolidated reporting to the Board

**Committee Structure**

The Emerging Professionals Committee functions as a parent committee with one standing subcommittee:

- Career Express Subcommittee – Student Engagement & Career Readiness

The Subcommittee reports through the Emerging Professionals Committee to the ARIDO Board of Directors.

**Career Express Subcommittee**  
**(Student Engagement & Career Readiness)**  
**Objective**

To increase engagement with students enrolled in ARIDO-recognized education programs and to support the transition from education into the interior design career pathway.

### **Scope & Responsibilities**

The Career Express Subcommittee will:

- Deliver student-focused events across Ontario, including:
  - Portfolio preparation and review events
  - Career readiness and professional exposure opportunities
- Strengthen engagement among:
  - Student members
  - Educators and faculty
  - ARIDO members and local communities
- Support equitable access to opportunities for students across all regions
- Provide opportunities for designers and firms to contribute to the development of future professionals
- Act as a key connector between ARIDO, educational institutions, and students

### **General:**

- Deliver **consolidated monthly or quarterly reports** to the ARIDO Board through the Emerging Professionals Committee Chair
- Liaise with other ARIDO committees and staff as required
- Operate in accordance with ARIDO governance policies and the Charter of Respect

### **Detailed Volunteer Responsibilities:**

#### **Volunteer Members**

- Contribute lived experience and professional insight related to early-career pathways
- Support development and evaluation of programs and initiatives
- Participate actively in meetings and assigned working groups

#### **ARIDO Staff**

- Coordinate meetings and administrative support
- Prepare agendas, minutes, and action tracking
- Support implementation of approved initiatives
- Liaise across departments to ensure execution

### **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 one (1) Chair, who must be a current voting Director on the ARIDO Board
- Where possible, the Chair should be the Intern Director, as appointed by the Board
- The Career Express Subcommittee may appoint a Subcommittee Chair or Lead who reports to

the Committee Chair

**Structure:**

- The Committee shall consist of **7–10 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 Registrar 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:**

Committee members may be:

- ARIDO Student, Intern, or Registered members in good standing
- Non-members, where relevant expertise or lived experience supports the Committee mandate

**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

## Appendix A: Career Express Committee



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### Student Career Xpress Committee

#### **Committee Objective:**

The Career Express Committee is in place to increase engagement with students currently enrolled in an ARIDO-recognized education program and to bridge the gap between education and entrance to the Interior Design Career Path. The work of this committee directly demonstrates ARIDO's commitment to support student growth along the career path.

#### **Scope:**

The CX Committee will provide yearly student events in all regions throughout Ontario with the assistance of the local communities, educators, and members in order to:

- Help to expand this benefit of Student membership by providing portfolio prep and review events to all regions within Ontario.
- Further ARIDO's engagement of Student, Educator, and Community members across Ontario; and
- Provide opportunity for designers to be part of local events benefiting the future of the industry.

#### **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.

#### **Structure:**

Members of this committee will need to be ARIDO Student, Intern and Registered members in good standing. The following is a breakdown of the committee structure:

- Chair: this position should be held by one Intern or Registered member.
- Co-Chairs: one or more Intern or Registered member can act as Co-Chairs in each of the regions. These Co-Chairs can be individuals already involved with the local communities.
- Students: a minimum of 4 Student member ambassadors per ARIDO School; ideally two in first or second year and another two in third or fourth year.

**Roles:**

Below are the individuals who will need to be engaged in order to make the Ontario student committee events a success in each region:

INDIVIDUAL	RESPONSABILITY
Chair CX Committee	Will lead Co-Chairs and students on the committee and review the recruiting and engagement of new student and member volunteers, meets with Communities and schools to explain structure of events, provides guidance to Communities and Schools (especially for the first year) with event set-up in each region.
Co-Chairs	Assist Chair in organizing events in their region. Acts as a liaison between the communities and the committee.
Student Ambassadors from each ARIDO school	Act as ambassadors for ARIDO and the Student Committee and help to promote student events and opportunities to fellow students in the Interior Design program at their school.
Community Chairs	Works with ARIDO staff, Chair, Co-Chair, Student Volunteers (per region), and School Program Chairs and Coordinators towards the organization and promotion of Portfolio Prep and Review events.
School Program Chairs & Coordinators	Assists in coordinating events based on program deadlines with all of the key players listed above. Helps to promote events alongside Student Ambassadors.
ARIDO Staff	Ensures the entire Ontario student model gets underway, all necessary parties are engaged, timelines are followed, reporting to the Board on progress, assisting in student recruitment, event set-up by region, etc.

The Chair(s) will oversee the work and process followed by the Committee. The Registrar will assign a staff personnel to take minutes and execute all administrative and operational activities related to the work of this committee. The Registrar may be consulted with, if required.

The Chair(s) will set the agenda, chair meetings, determine consensus, and assign tasks to Committee Members, where necessary. The Chair(s) along with the Membership Coordinator are the primary liaisons to the ARIDO Board of Directors.

**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. The Committee Chair(s) will be replaced upon the expiry of their term on the Board of Directors.

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:

Effective Date:

Next Scheduled Date for Review: