



Association
of Registered
Interior Designers
of Ontario

Terms of Reference
ARIDO Recruitment & Retention Committee
(with Subcommittees: Inclusion, Belonging, Scholarships and Member Continuation)

Committee Objective:

The **Recruitment & Retention Committee (RRC)** supports ARIDO's Strategic Plan 2026–2028 by overseeing a coordinated, end-to-end approach to the **member lifecycle**, from entry into the profession through long-term continuation in good standing.

The Committee advises the Board on strategies and initiatives that:

- Attract diverse future members
- Support members throughout their professional journey
- Remove systemic barriers to access
- Reinforce professional standards while supporting compliance
- Foster belonging, engagement, and ongoing value of membership

The Committee ensures that **equity, diversity, inclusion, accessibility, and belonging (EDIAB)** principles are embedded across recruitment, retention, scholarship, and continuation activities.

Committee Responsibilities and Scope:

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

The Committee will:

- Provide strategic coordination and oversight across all four subcommittees
- Ensure initiatives are aligned, complementary, and non-duplicative
- Review trends affecting recruitment, retention, and continuation
- Advise the Board on risks, barriers, and opportunities within the member lifecycle
- Support integration of regulatory requirements with member-centered support
- Ensure recommendations align with ARIDO's public-interest mandate
- Approve consolidated reporting to the Board

Committee Structure

The Recruitment & Retention Committee functions as a **parent committee** with four **standing subcommittees**, each aligned to a stage of the member lifecycle:

1. **Inclusion Subcommittee** – Recruitment & Entry
2. **Scholarship Subcommittee** – Access & Financial Support
3. **Belonging Subcommittee** – Engagement & Retention
4. **Member Continuation Subcommittee** – Ongoing Compliance & Good Standing

Each subcommittee reports through the Recruitment & Retention Committee to the ARIDO Board of Directors.

Belonging Subcommittee
(Retention, Engagement & Member Experience)

Objective

To strengthen long-term member retention by fostering a culture of belonging, connection, mentorship, and professional support across all career stages.

Scope & Responsibilities

- Support professional progression through:
 - NCIDQ exam preparation
 - RIDA support initiatives
- Expand mentorship programs, including:
 - Student mentorship
 - Peer-to-peer practice support
 - Cross-firm mentorship led by principals and owners
- Increase engagement with:
 - Educator and faculty members
 - Emerging and mid-career professionals
- Advance inclusive member experiences by:
 - Supporting mentorship and internship opportunities for underrepresented individuals
 - Reviewing ARIDO applications and processes for inclusivity and accessibility
- Foster connection and community through:
 - Member storytelling town halls
 - Intergenerational roundtables
 - Knowledge-sharing and lived-experience discussions

Member Continuation Subcommittee

Standards, Support & Good Standing

Objective

To support member retention by reinforcing ARIDO's professional standards while identifying opportunities to improve clarity, accessibility, and support associated with maintaining membership in good standing.

Scope & Responsibilities

- Review requirements related to maintaining membership, including:
 - Professional Development obligations
 - Insurance requirements
- Identify trends, challenges, or barriers impacting member compliance
- Recommend improvements to policies, communications, or supports that:
 - Assist members in meeting continuing requirements
 - Maintain ARIDO's public-protection mandate
- Collaborate with the Belonging Subcommittee to:
 - Align continuation requirements with member support and engagement strategies
- Work with staff to ensure continuation standards are clearly communicated, equitable, and achievable

Note: This Subcommittee does not replace or duplicate regulatory or enforcement functions, but provides advisory input focused on member sustainability and risk mitigation.

Inclusion Subcommittee

(Recruitment & Entry Pathways)

Objective

To support inclusive recruitment into the profession and ARIDO membership by strengthening outreach, awareness, and accessible pathways for prospective members.

Scope & Responsibilities

- Promote the interior design profession to:
 - Underrepresented communities
 - Newcomers and internationally trained professionals
 - High school students and early-stage learners
- Support inclusive pathways to ARIDO membership, including:
 - ICRS and RIDA pathways
- Foster engagement with:
 - BIPOC, underrepresented, and diverse communities
 - Students enrolled in ARIDO-recognized education programs
- Support initiatives such as:
 - Design firm visits and open houses
 - Outreach events that encourage membership entry

Scholarship Subcommittee

(Access, Financial Support & Equity)

Objective

To support equitable access to education and professional advancement through ARIDO-managed scholarships aligned with inclusion and retention goals.

Scope & Responsibilities

- Oversee all ARIDO-developed and managed scholarships
- Develop and review assessment criteria for scholarships
- Ensure EDI commitments are embedded in all scholarship programs
- Strengthen partnerships by:
 - Encouraging firms and industry partners to fund scholarships
 - Supporting scholarships for underrepresented students and newcomers
- Collaborate with the Inclusion and Belonging Subcommittees to ensure scholarship programs align with recruitment and retention strategies

General:

- Deliver **consolidated monthly or quarterly reports** to the ARIDO Board through the Recruitment & Retention 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 subject-matter expertise and lived experience
- Support strategy development and program evaluation
- 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 will report directly into ARIDO Board of Directors. The committee will have no formal decision-making authority but will bring forward recommendations for the consideration by ARIDO Board.

Chair(s) of the Committee:

The committee will have 2 Co-Chair(s) that is a current voting Director(s) on the ARIDO Board of Directors for 2026/2027 term.

Subcommittees may appoint member Leads who report to the Committee Chair

Structure:

This committee shall consist of 12-16 volunteers (Minimum 3 volunteers per sub committee). 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 and subcommittees by the subcommittee leads. The Registrar 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 Directors. The Chair will ensure that the Charter of Respect is included at the start of every meeting.

Qualifications:

This Committee shall consist of 12-16 volunteers. Members of this Committee may only be ARIDO members in good standing.

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 and committee chairs can be removed from a committee where they miss 3 or more consecutive Committee meetings.

Approval Date: 2026-05-21

Effective Date: 2026-05-21

Next Scheduled Date for Review: March 2027