



## TERMS OF REFERENCE

### I.D.E.A: DIVERSITY, EQUITY, AND INCLUSION CHAIR

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**Creation Date:** November 21, 2016

**Revision Date:** March 9, 2020

#### **Purpose/Role:**

To implement and monitor the chapter's diversity and inclusion goals and objectives. To ensure that diversity and inclusion is incorporated into all aspects of the chapter's operations.

The person selected for this position should be deeply committed to the vision of diversity and inclusion as promoted within the chapter. Each chapter's determination as to what constitutes diversity for them will be based on unique chapter attributes, including membership demographics, geographic location and size. The ultimate goal should be for the membership to reflect the demographics of the area served by the chapter as well as to represent the broad range of organizations and development shops promoting philanthropy and ethical fundraising.

#### **Responsibilities:**

- Report to the Chapter President, Board of Directors and membership regularly, but at least annually, on the committee's objectives and activities;
- Use the Diversity Resource Guide found in Section XIV of this manual titled Program Materials & Manuals
- Coordinate and take responsibility for promoting cultural diversity in the chapter;
- Coordinates with the Membership Chair to promote cultural diversity in membership ;
- Coordinate with the Professional Development Chair to provide programs on cultural diversity & programs for members of all types;
- Consider having a diversity track at the chapter's Fundraising Day or conference;
- Apply for the Charles R. Stephens Excellence in Diversity Award by July 15th of each year;
- Apply for the Friends of Diversity designation by the end of January each year;
- Recruits members for the Committee on Diversity;
- Encourage involvement of members in promoting cultural diversity in the chapter and in their own organizations;
- Develop programs that respond to the needs of chapter members for promoting cultural diversity within their own organizations;
- Work with the Newsletter Editor to place articles on Diversity in the monthly publication;
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

#### **Membership:**

- The AFP Ottawa Chapter, Diversity, Equity and Inclusion Chair is a member of the AFP Ottawa Chapter;
- The AFP Ottawa Chapter, Diversity, Equity and Inclusion Chair is a member of the Board of Directors.

#### **Accountability:**

- Manages and oversees the committee on diversity:
  - *Length of volunteer terms on the Committee on Diversity; are determined by the Diversity, Equity and Inclusion Chair*
- There are no additional board members/chairs accountable to the AFP Ottawa Chapter President Elect;

**Meeting schedule and Time Commitment:**

- The AFP Ottawa Chapter, Diversity, Equity and Inclusion Chair is expected to attend:
  - Arrange and attend regular committee meeting;
  - Monthly Board of Directors meetings
  - The Annual General Meeting (typically scheduled in May of each year);
  - The AFP Board Orientation Meeting, (typically scheduled in June of each year).

**Policies:** Reference AFP Ottawa Chapter by-laws

**Evaluation:**

The terms of reference shall be reviewed annually from the date of approval.

They may be altered to meet the current needs of all committee members, by agreement of the majority.