The Canadian Association of Journalists
L'Association Canadienne des Journalistes

TERMS OF REFERENCE

Diversity Subcommittee

Policy intent
This policy defines the roles and objectives of the Diversity Subcommittee, in conjunction with the stipulations set forth in the *Committee Governance Policy*.

Policy responsibility
CAJ Board

Policy

1. **Role**
   1.1. The subcommittee is a standing subcommittee formed by the CAJ board, in conjunction with the needs of the advocacy committee, that oversees the planning, development and execution of all diversity-related activity, such as the annual diversity survey, subject to final approval by the board.
2. **Authority**
   2.1. The diversity subcommittee is a standing subcommittee of the advocacy committee, with authority to:
      2.1.1. request information from any source that the subcommittee deems appropriate in the support of their roles and responsibilities; such requests, as appropriate, can be forwarded by the chair of the subcommittee to the operations manager, who will determine the best way to obtain the required information;
      2.1.2. request funds from the board to support the activities of the committee, by preparing a budget, and utilize any granted funds in the manner outlined in the request;
      2.1.3. enter into contract agreements with suppliers, to be signed in accordance with the *Finance Policy*, within the approved budget of the committee; and
      2.1.4. make recommendations regarding the diversity initiatives to the CAJ board, with input and consultation from the advocacy committee, executive or others, as deemed appropriate.
3. **Responsibilities & Objectives**
   3.1. Oversee the implementation of the diversity aspects of the CAJ's strategic plan.
   3.2. Oversee the execution and delivery of the annual diversity survey.
   3.3. Maintain positive relationships and necessary interactions with industry stakeholders.
   3.4. Create all communication pieces needed for all programs, projects or other necessary messaging and provide these to the communications committee for dissemination.

3.5. Committee members must reply to requests from the subcommittee chair within three days.

4. Membership

4.1. The subcommittee shall be comprised of the following:
- 4.1.1. a minimum of three board members (one of who will become chair) and a maximum of five board members as voted on by the board;
- 4.1.2. a CAJ staff person, ex-officio, non-voting;
- 4.1.3. an unlimited number of non-voting members at large, whose role on the committee is governed by the *Responsibilities of Members on Committees Policy.*

4.2. The chair shall liaise directly with the operations manager as appropriate for the needs of the subcommittee.

5. Meetings

5.1. The subcommittee shall meet on a quarterly basis, during non-busy periods, and on a monthly basis, during busy periods, by video conference.

6. Reporting

6.1. The subcommittee chair shall provide a written report of the subcommittee activities to the advocacy committee chair and board for each board meeting.

6.2. Each report shall include:
- 6.2.1. information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
- 6.2.2. a list of each work item the subcommittee addressed, and the details of the subcommittee's contribution; and
- 6.2.3. details of any motions made or recommendations being brought forward by the subcommittee.

Related References, Policies, Procedures and Forms:

This Policy References:

Committee Governance Policy
Responsibilities of Members on Committees Policy

This Policy is Referenced by:

None

Forms and documents:

None

Policy History:

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