



# Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee

## Terms of Reference

### 1. Overview

The IDEA Committee is a standing committee of Squash Canada. This Terms of Reference outlines the mandate, the roles and responsibilities, the composition, and levels of authority of the IDEA Committee.

### 2. Mandate & Objectives

The IDEA Committee is responsible for supporting the achievement of Squash Canada's Mission "*to provide a safe and inclusive environment for all Canadians to enjoy, develop, and excel at the sport of squash through collaborative leadership, services, and programs*" through the ongoing regeneration and implementation of the organization's IDEA and/or Gender Equity Strategic Plans.

### 3. Composition

Composition of the IDEA Committee will include a Chair, 3-5 members, Board Liaison and 2 Staff (Director of Sport Development and the Programs and Communications Coordinator). The Chair, in consultation with the Squash Canada Director of Sport Development and Board Liaison, will recruit members knowledgeable on sport programming and delivery to underrepresented communities. The priority will be to recruit those from underrepresented groups while considering geographic representation.

Committee appointments are subject to approval by the Squash Canada Board of Directors.

The IDEA Committee may form working groups or sub-committees, and/or engage subject matter experts as the need may arise. Prior approval, as well as approval of recommended members, is required at the Board level.

### 4. Required Skills

Knowledge in sport programming and administration who can represent or champion perspectives of individuals from underrepresented communities.

In addition to providing ideas, advice and input, Committee members may be asked to reasonably assist with productivity (e.g. production of materials, research, delivering events, leadership training) as respective skills and experience may provide.

### 5. Key Duties

Members of the IDEA Committee are responsible to:

- Participate in the creation and implementation of operational plans to deliver on the key initiatives in Squash Canada's IDEA Strategic Plan
- Promote and champion inclusion, diversity, equity, and accessibility
- Network and communicate with PT's, coaches, clubs, participants and communities, communities on needs/gaps in squash programming for underrepresented groups
- Act as a resource to educate and communicate perspectives of underrepresented groups

- Provide recommendations to Squash Canada on future directions for inclusion, diversity, equity, and accessibility
- Identify and communicate others' best practices and programs that support IDEA
- Identify possible partnerships/relationships with relevant organizations in the IDEA space

## **6. Authority**

The committee will provide recommendations and advice primarily to the Squash Canada Director of Sport Development, or staff designate, and to PTs on issues that are pertinent to the mandate and duties of the Committee. Formal Squash Canada policies, criteria, annual plans, and budgets related to the committee mandate will be presented to the Board of Directors for review and approval.

## **7. Appointment & Term**

The Board of Directors of Squash Canada appoints the Chair. Prospective committee candidates will be identified via targeted recruiting. Each term is for a 2-year period and shall be calculated from the date of the previous year's AGM, or in the case of initial composition of the committee.

An appointed member may serve up to a maximum of 3 successive terms each of 2 years. Should a vacancy occur, for whatever reason, the Chair, in consultation with the Squash Canada Director of Sport Development (or designate) and Board Liaison, will appoint a qualified person for the remainder of the vacant position's term.

The Board may remove any member from the Committee, for violating the Code of Conduct Policy, Conflict of Interest Policy and Confidentiality agreements as well as for any action, which is not consistent with the committee's mandate or Squash Canada's policies and bylaws.

Members must declare any conflicts of interest and sign the Conflict of Interest and Confidentiality Agreements.

## **8. Meetings**

Meetings will be held virtually, or in person. The IDEA Committee will meet a minimum of 4 times per year, or as required to accomplish the committee mandate.

## **9. Minutes**

Minutes shall be circulated and reflect only tasks to be completed and summary of outcomes. Minutes shall be circulated to all members of the Committee and to the Director of Sport Development within 14 days of the meeting.

## **10. Reporting**

Approved minutes of each meeting will be sent in writing to Squash Canada's Executive Director and an annual report will be submitted for the Annual General Meeting as may be requested.

## **10. Review & Approval**

The Board of Directors will review the terms of reference for this committee, at minimum, every three (3) years.

**11. Intellectual Property**

Any, and all material, written or audio-visual, developed by Committee or Working Groups members in the performance of their duties, becomes and remains the property of Squash Canada.

**12. Reimbursement**

No member of the IDEA Committee shall be entitled to receive reimbursement for expenses incurred in the performance of service unless authorized in writing by the Executive Director of Squash Canada.