



TERMS OF REFERENCE

Mission Statement

Diversity Thunder Bay works towards a diverse, inclusive, equitable community free of racism and discrimination of any kind.

Guiding Principle:

Diversity Thunder Bay believes that Thunder Bay should be a welcoming and safe place for individuals and groups regardless of: race, ancestry, place of origin, colour, ethnic origin, citizenship, class, creed, sex, gender expression, gender identity, sexual orientation, age, marital status, family status, disability or income disparity.

Objectives:

1. To develop partnerships with other community organizations to work on broader issues of diversity, equity and inclusion.
2. Diversity Thunder Bay will strive to have a membership that is a true reflection of the Thunder Bay and area population.
3. To develop and provide feedback on local issues and/or activities that will further Diversity Thunder Bay's Guiding Principles.
4. To encourage Diversity Thunder Bay member organizations to become more inclusive of diverse groups in Thunder Bay.
5. To undertake initiatives that will improve acceptance of diversity, equity and inclusion in Thunder Bay.
6. To share information, network and offer mutual support to municipal, regional, provincial, national and international groups who are interested in the areas of diversity, equity and inclusion.
7. To actively support the work of the City of Thunder Bay and other organizations and groups who are striving to improve diversity, equity and inclusion in the Thunder Bay area.

Membership:

Membership in Diversity Thunder Bay will be by payment of the annual membership fee as established by the Executive Committee and approved by the membership at the Annual General Meeting. Membership can include, but is not exclusive to, individuals and community organizations, which shall designate a voting representative.

Executive Committee:

The Executive Committee is to serve and support the members in working toward achieving the Diversity Thunder Bay Mission and Objectives. The Executive Committee is to perform two fundamental functions, namely: to provide governance and to oversee all the operation of the organization. The Executive Committee has direct authority for the allocation of financial and human resources of the organization. The period of service for members of the Executive Committee shall be three years with two, three-year term renewals. A total of 9 years. The term can be extended upon approval of the membership at an Annual General Meeting. Any member standing for election to the Executive Committee must have been a member for at least one full year prior to the nomination date. The Co-Chair will be the official spokespeople for the organization unless another member is appointed.

The Executive Committee will include:

- Two Co-chair
- Recorder
- Administrative Manager
- Treasurer
- Youth Ambassador (29 and under) who will serve as the Youth Subcommittee Chair
- Communications & Digital Coordinator who will serve as the Chair of the Communication Subcommittee
- Chair or a representative of the Subcommittees as established in any given year

Annually, at the Annual General Meeting, the membership will elect:

- Two Co-Chair
- Recorder
- Administrative Manager
- Treasurer

Fiscal Year:

September 1 to August 31.

March 21st – The International Day for the Elimination of Racial Discrimination

A Committee will be established to organize activities and media promotion of the day. The Chair will be chosen from within the membership and report directly to the membership of the Committee. The Committee will be struck in September of any given year with the expectation that the March 21st events will be organized by mid-January of the following year.

Meetings:

Diversity Thunder Bay will meet at least six times per year with meetings scheduled by the Executive Committee. The Co-Chairs and Executive Committee will establish the agenda for each meeting. An Annual General Meeting will be held in November. A quorum will consist of six members. Should an issue arise following the distribution and approval of the agenda and upon agreement of the meeting, the agenda can be changed to accommodate the situation. At the beginning of each meeting, the Chair will ask whether there are pressing issues requiring immediate action. Diversity Thunder Bay monthly meetings will be chaired by DTB members on a rotation basis.

Committees:

Subcommittees will be established as required to carry out the work of the organization.

Personnel:

The Executive Committee may pursue human and financial resources to implement the projects of Diversity Thunder Bay as needed in cooperation with community organizations, as applicable.

Specific Tasks:

1. To undertake diversity and inclusion projects as identified by the membership and accepted by the community and/or community organizations.
2. To ensure that Diversity Thunder Bay is a true reflection of Thunder Bay's population: an inclusive organization that proactively recruits volunteers.
3. The Executive to undertake annually in June of any given year, a review of the barriers within Diversity Thunder Bay that prevent diverse groups from participating.
4. To raise awareness of the issues affecting those who are under-represented.
5. To work in partnership with The City of Thunder Bay Anti-Racism & Respect Committee.
6. To bi-annually review the Terms of Reference prior to the Annual General Meeting.

Approved November 2004.

Revised January 2007, June 2008, February 2012, February 2014, January 2015, January 2018, November 2018, January 2020, November 2020; February 2021 and November 2021.

ADDENDUM – A

HONOURARIA

An annual \$500.00 honouraria will be provided for each of the following positions on an annual basis:

- .. Recorder
- .. Administrative Manager
- .. Treasurer
- .. Communications & Digital Coordinator

The honouraria will be distributed at the Annual General Meeting, generally held in the month of November.

ADDENDUM – B

JOB DESCRIPTIONS

- .. Administrative Manager
- .. Member
- .. Executive-at-Large
- .. Recorder
- .. Treasurer
- .. Communications & Digital Coordinator
- .. Co-Chair

ADMINISTRATIVE MANAGER

Function:

Provides administrative leadership to the Diversity Thunder Bay (DTB) Executive and acts as a conduit for communication between the Executive and the membership

Due Diligence:

Every member in exercising his or her powers and discharging his or her duties to Diversity Thunder Bay, shall act honestly and in good faith with a view to the best interests of Diversity Thunder Bay, and; exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

Duties and Responsibilities:

1. Attendance at monthly DTB meetings and quarterly Executive meetings, events, and other special meetings as required
2. Demonstrates a commitment to DTB's mission and mandate
3. Schedules meetings in accordance with DTB's policies and procedures
4. Sets the agenda for Board and distributes all required information in advance of meetings. Works with the Co-chair to set the agenda for the Executive meeting.
5. Distributes the minutes of Board and Executive meetings in a timely manner, once provided by the Recorder and maintains records and related materials
6. Maintains the membership list and provides reports at Board and Executive meetings
7. Responds to requests from DTB members or interested parties, with input from Executive Committee
8. Receives and deposits all monies directed to DTB and provides Treasurer with monthly summary of deposits
9. Acts as a liaison between the Breakfast Coordinator and DTB to ensure the DTB deposit records reflect the Coordinators records
10. Ensures name cards are printed for each new member and are available at all meetings
11. Drafts correspondence on behalf of the Executive such as Letters of Support and responses to DTB's position on issues or events.
12. Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
13. Members who are nominees of a particular group must act in the best interests of Diversity Thunder Bay.
14. Avoids any potential conflicts of interest
15. Understands and maintains confidentiality
16. Mentors incoming Administrative Manager

Qualifications and Functional Knowledge:

- Leadership skills to carry out the responsibilities for the position
- Strong written and verbal communication skills
- Proficient computer skills with access to equipment and internet Previous experience on a board would be an asset

Competencies/Attributes:

- Tact and diplomacy
- Diligent and detail-oriented

Time Commitment: Approximately 10 to 20 hours per month.

Term: Three years

Approval date: November 2020

MEMBER

Function:

Works collaboratively with the Diversity Thunder Bay (DTB) Executive and Committee members in fulfilling its mission.

Due Diligence:

Every member in exercising his or her powers and discharging his or her duties to Diversity Thunder Bay, shall act honestly and in good faith with a view to the best interests of Diversity Thunder Bay, and; exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Duties and Responsibilities:

1. Attendance at monthly DTB meetings, events, and other special meetings
2. Become familiar with the DTB's mission, vision, values, strategic plan as well as policies and procedures
3. Demonstrates a commitment to DTB's mission and mandate
4. Participates in open and respectful discussion of all issues and provides open-minded support on all decisions
5. Participates in one of DTB's sub-committees, if available
6. Builds meaningful connections and encourages community members through dialogue and messaging.
7. Keeps up to date with issues and trends that affect DTB
8. Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them.
9. Makes inquiries when clarification or more information is needed.
10. Members who are nominees of a particular group must act in the best interests of Diversity Thunder Bay.
11. Avoids any potential conflicts of interest.
12. Understands and maintains confidentiality.

Competencies/Attributes:

- Tact and diplomacy
- Conducts self in a respectful manner; strong self-awareness of personal beliefs

Time Commitment: Approximately 5 to 8 hours per month.

Approval date: November 2020

EXECUTIVE -AT-LARGE

Function:

Works collaboratively with the Executive members of Diversity Thunder Bay (DTB) to lead its membership in fulfilling its mission.

Due Diligence:

Every member in exercising his or her powers and discharging his or her duties to Diversity Thunder Bay, shall act honestly and in good faith with a view to the best interests of Diversity Thunder Bay, and; exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Duties and Responsibilities:

1. Attendance at monthly DTB meetings and quarterly Executive meetings, events, and other special meetings as required
2. Demonstrates a commitment to DTB's mission and mandate
3. Provides leadership for one or more of DTB's
4. Demonstrates a commitment to DTB's mission and mandate
5. Provides leadership for one or more of DTB's sub-committees and encourages participation from the membership
6. Monitors financial planning and financial reports
7. Ensure DTB is complying with established policies and procedures
8. Builds meaningful connections and encourages community members through dialogue and messaging
9. Keeps up to date with issues and trends that affect DTB
10. Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them.
11. Makes inquiries when clarification or more information is needed
12. Members who are nominees of a particular group must act in the best interests of Diversity Thunder Bay
13. Avoids any potential conflicts of interest
14. Understands and maintains confidentiality
15. Mentors incoming Executive

Qualifications and Functional Knowledge:

- Leadership skills to carry out the responsibilities for the position Previous experience on a board would be an asset

Competencies/Attributes:

- Strong written and verbal communication skills
- Tact and diplomacy

Time Commitment: Approximately 10 to 15 hours per month.

Term: Three years

Approval date: November 2020

RECORDER

Function:

Records and maintains records of DTB Board and Executive meetings

Due Diligence:

Every member in exercising his or her powers and discharging his or her duties to Diversity Thunder Bay, shall act honestly and in good faith with a view to the best interests of Diversity Thunder Bay, and; exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

Duties and Responsibilities:

1. Attendance at monthly DTB meetings and quarterly Executive meetings, events, and other special meetings as required
2. Demonstrates a commitment to DTB's mission and mandate
3. Summarizes the discussions held and decisions made at the regular monthly meetings and the quarterly Executive meetings, noting those who are present, meeting time and place
4. Provides the minutes to the Administrative Manager to share with the DTB membership for review and approval
5. Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
6. Makes inquiries when clarification or more information is needed
7. Members who are nominees of a particular group must act in the best interests of Diversity Thunder Bay
8. Avoids any potential conflicts of interest
9. Understands and maintains confidentiality
10. Mentors incoming Recorder

Qualifications and Functional Knowledge:

- Leadership skills to carry out the responsibilities for the position
- Strong written and verbal communication skills
- Proficient computer skills with access to equipment and internet Previous experience on a board would be an asset

Competencies/Attributes:

- Diligent and detail-oriented
- Ability to interpret information and determine what to record when taking minutes

Time Commitment: Approximately 10 to 15 hours per month.

Term: Three years

Approval date: November 2020

TREASURER

Function:

Provides financial leadership to the Diversity Thunder Bay (DTB) Executive

Due Diligence:

Every member in exercising his or her powers and discharging his or her duties to Diversity Thunder Bay, shall act honestly and in good faith with a view to the best interests of Diversity Thunder Bay, and; exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

Duties and Responsibilities:

Attendance at monthly DTB meetings and quarterly Executive meetings, events, and other special meetings as required

1. Demonstrates a commitment to DTB's mission and mandate
2. Manages the finances of the organization, including the board's review of and action related to financial responsibilities.
3. Reports regularly to the Executive on key financial events, trends, concerns, and assessment of fiscal health
4. Prepares annual financial forecasts in consultation with the Executive Committee
5. Ensures the Executive Committee recommendations are presented to the DTB Members for review and approval
6. Presents the monthly financial statements to the membership and annual financial statements at the AGM
7. Ensures development and review of Board financial policies and procedures
8. Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
9. Members who are nominees of a particular group must act in the best interests of Diversity Thunder Bay
10. Avoids any potential conflicts of interest
11. Understands and maintains confidentiality
12. Mentors incoming Treasurer

Qualifications and Functional Knowledge

- Preferred Chartered Professional Accountant (CPA) designation
- Proficient in reviewing and understanding non-profit financial statements
- Financial audit experience
- Previous experience on a board would be an asset
- Understanding of legislation impacting the financial operations

Competencies/Attributes

- Understanding of risk management and the role it plays in financial governance
- Diligent and detail-oriented
- Communication skills and ability to translate complex financial data/statements into understandable information

Time Commitment: Approximately 10 to 15 hours per month.

Term: Three years

Approval date: November 2020

COMMUNICATIONS AND DIGITAL COORDINATOR

Function:

Develops, implements and manages social media for Diversity Thunder Bay (DTB)

Due Diligence:

Every member in exercising his or her powers and discharging his or her duties to Diversity Thunder Bay, shall act honestly and in good faith with a view to the best interests of Diversity Thunder Bay, and; exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

Duties and Responsibilities:

1. Attendance at monthly DTB meetings, Education and Communication sub-committee meetings and quarterly Executive meetings, events, and other special meetings as required
2. Demonstrates a commitment to DTB's mission and mandate
3. Manages communications and social media tools for DTB, in consultation with the Executive Committee
4. Manages website content
5. Recommends social media strategies for special events or awareness campaigns
6. Builds meaningful connections and encourages community members through dialogue and messaging
7. Manages and oversees social media content; assists with crisis management as needed
8. Works in collaboration with the members of the Education and Communication sub-committee
9. Reports regularly to the Executive on key events, trends, and concerns in relation to social media
10. Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
11. Members who are nominees of a particular group must act in the best interests of Diversity Thunder Bay
12. Avoids any potential conflicts of interest
13. Understands and maintains confidentiality
14. Mentors incoming Communications and Digital Coordinator

Qualifications and Functional Knowledge

- Marketing or communications background is preferred
- Previous experience on a board would be an asset

Competencies/Attributes

- Strong knowledge of diversity, equity, and inclusion
- Knowledgeable of latest social media best practices and platforms
- Tactful, diplomatic and able to communicate effectively with a wide variety of audiences Strong written and verbal communication skills

Time Commitment: Approximately 10 to 15 hours per month.

Term: Three years

Approval date: November 2020

CO-CHAIR

Function:

Works collaboratively with other Co-Chair to strategically lead Diversity Thunder Bay (DTB) and its membership in fulfilling its mission.

Due Diligence:

Every member in exercising his or her powers and discharging his or her duties to Diversity Thunder Bay, shall act honestly and in good faith with a view to the best interests of Diversity Thunder Bay, and; exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances

Duties and Responsibilities:

1. Attendance at monthly DTB meetings and quarterly Executive meetings, events, and other special meetings as required
2. Acts as an Ambassador for the organization and is the official spokesperson for DTB for the members and the community at large
3. Demonstrates a commitment to DTB's mission and mandate
4. Chairs meetings of the Committee and Executive meetings and works with the Administrative Manager to establish meeting agendas
5. Provides leadership to DTB Executive through strategic planning, goal setting, and action planning
6. Helps to guide and mediate Executive actions with respect to organizational priorities and governance concerns.
7. Monitors financial planning and financial reports and is a signing officer for DTB
8. Oversees, leads, implements and updates the annual strategic plan
9. Participates on sub-committees as appropriate and encourages membership participation in committee activities
10. Ensures DTB is complying with established policies and procedures
11. Builds meaningful connections and encourage community members through dialogue and messaging
12. Responds to any issues or problems in a timely fashion
13. Keeps up to date with issues and trends that affect DTB
14. Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
15. Members who are nominees of a particular group must act in the best interests of Diversity Thunder Bay
16. Avoids any potential conflicts of interest
17. Understands and maintains confidentiality
18. Mentors incoming Chair

Qualifications and Functional Knowledge

- Demonstrated excellent leadership skills, including previous experience as Chair of a committee or Board
- Strong belief in DTB's mission, vision and values; able to articulate and role-model them
- Skills in the area of strategy, knowledgeable about the organization and board practices, a coach and a conciliator.

- Good understanding of diversity, and ethno-cultural relations and their interconnectedness to the elements of: "race," class, gender, religion
- Solid understanding of the causes and effects of stereotypes, prejudice and discrimination and the ability to devise ways and strategies to combat them

Competencies/Attributes

- Strong interpersonal and organizational skills
- Strong written and verbal communication skills, including public speaking Tactful, diplomatic, and has personal integrity

Time Commitment: Approximately 10 to 15 hours per month (without remuneration)

Term: Three years

Approval date: November 2020