



TOR-3: Equity, Diversity, Inclusion, and Environmental Sustainability Standing Committee

Title	Equity, Diversity, Inclusion, and Environmental Sustainability Standing Committee	Review Date	Annually by the CES Board of Directors
Document Type	Terms of Reference: TOR-3	Effective Date	2021

Purpose

The purpose of the Standing Committee is to support CES as it strives to demonstrate leadership in the areas by modeling, advocating for, and implementing the adoption of practices, policies, and principles for Equity, Diversity, Inclusion and Environmental Sustainability.

Roles and Responsibilities

1. Working with other CES National Board Committees, CES entities (e.g., the e-Institute and its offerings, the Fellows, the PDP, and CES chapters) CES affiliates (e.g., CESEF, CUEE, CJPE) and CES members to **develop and recommend to the CES National Board standards** for enacting EDI&ES in the implementation of CES strategic priorities.
2. Support CES to **foster a safe and welcoming environment** for current and potential CES members.
3. **Collect and analyse data** to support Committee activities, working collaboratively with data collection activities of other CES committees and entities and undertaking new data collection efforts as necessary.
4. **Work with the Professional Learning Committee to support education and learning** as it relates to EDI&ES both internal to CES and in collaboration with CES external partners, stakeholders and affiliates.
5. **Advocate for the inclusion of the EDI&ES principles** in evaluation with CES stakeholders, evaluation practitioners and commissioners of evaluation, providing guidance as needed.
6. Building on the CES commitment to Reconciliation, identify opportunities for CES to support the implementation of the Calls to Action of the Truth and Reconciliation Commission of Canada.

Workplan and Resources

The Committee will create an annual workplan outlining actions, timelines, collaborators, and responsibilities. The workplan will align with the CES Strategic Plan and be submitted to the Board for approval.

Standing Committees operate based on the work of volunteers and have no ongoing budget for operations. If the CES budget allows, the committee may submit requests for funding for Special Projects in the National Budget planning process, which are then reviewed and voted upon by the full Board. The National Operations and Member Services Manager as well as the CES Secretariat may support the work of the committee, as their time and resources allow.

Composition

The EDI & ES Committee shall consist of the Chair and at least two other voting board members.

Board members will be asked to volunteer for the committee Chair. If more than one member is interested, a vote will be conducted within the Board.

The Chair may invite volunteers from the CES membership to join the committee for specific time-bound projects or tasks and functions that support the fulfilment of the Committee mandate and annual work plan. Volunteers will be non-voting ad hoc members of the Committee and shall be appointed as per the CES volunteer policy (CES Operations Manual OP13).

The CES President is an ex-officio member of the Committee.

Meeting and Communication

The EDI&ES Committee meets virtually, usually prior to each Board Meeting and in person during in person Board meetings. The EDI&ES Committee may meet more frequently depending on the Work Plan of the committee. The Chair is responsible for coordinating meeting times and setting the agenda.

Reporting

The EDI&ES Committee shall report on their activities to the Board through the Chair of the committee and provide an annual report of activities for the CES Annual Report.