



RAIC | IRAC
Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

Terms of Reference
Promoting Equity and Justice- Advisory Committee
April 2021

Name

Promoting Equity and Justice Advisory Committee (PEJ-AC)

The Royal Architectural Institute of Canada (RAIC) is a not-for-profit, national organization that has represented architects and architecture for over 100 years, in existence since 1907. The RAIC is the leading voice for excellence in the built environment in Canada, demonstrating how design enhances the quality of life, while addressing important issues of society through responsible architecture. The RAIC's mission is to promote excellence in the built environment and to advocate for responsible architecture.

The RAIC understands that it needs to reorient itself on issues of equity and justice including (1) broadening participation in the RAIC, (2) expanding access to the RAIC and (3) integrating equity and justice into infrastructure, programs and services. The focus of this operational advisory committee is to support the development of the Taking Action: Promoting Equity and Justice plan. There are three overarching themes to the action plan:

- A) Examining and updating existing organizational structures
- B) Educating ourselves
- C) Educating others

This terms of reference is a living document and may be subject to change.

Type

Operational committee

Purpose

The focus of the advisory committee is to support the development and implementation of the Taking Action: Promoting Equity and Justice strategy and plan. There are three overarching themes to the strategy and action plan:

- A) Examining and updating existing organizational structures
- B) Educating ourselves
- C) Educating others

Scope

There shall be only one PEJ-AC with national representation. The PEJ-AC provides consultation in relation to the draft Taking Action: Promoting Equity and Justice strategy, identifying key issues, and providing expertise as required.

Where appropriate, working groups may be formed by the committee to complete specific tasks.



Authority

PEJ-AC:

- Works with RAIC staff designate, providing advice, recommendations and support as outlined;
- Shall not maintain separate bank accounts or investments, purchase property or hire employees;
- Shall not have the legal authority to sign contracts, incur liability on behalf of the RAIC or to otherwise bind the RAIC; and
- Cannot expand or alter its structure without express written permission from the RAIC CEO or designate.

Membership

The Committee shall consist of no more than 10 members. All members must be RAIC members in good standing (per RAIC Bylaws). Members represent diversity across many factors including, but not limited to the following demographic representation:

- Age
- Race and ethnicity
- Gender identification
- Ability
- Sexual orientation)
- Bioregional, provincial and territorial representation
- Firm sizes and sectorial focuses
- Practice and academia
- Range of experience levels (intermediate through advanced)

Term

The first term of the PEJ-AC is April 1, 2021 to December 31, 2022.

Recruitment and renewal of terms beyond December 31, 2022 will take place in Spring/Summer 2022.

Committee Structure

The committee structure shall include the following roles:

- Chair:** To be nominated by the committee no later than June 30, 2021. The Chair is approved by the CEO or designate.
- Liaison from RAIC Indigenous Task Force (ITF):** To be nominated by the ITF.
- Support:** RAIC operational liaison (Advocacy and Engagement Manager),
- Alternates:** May be identified by the Committee - to serve in the case of an unexpected resignation of a previously appointed member before the completion of their year term. Any changes to membership must be discussed with the RAIC operational liaison. Changes to the role of Chair must be approved by the CEO or designate.

Meetings

Members shall meet a minimum of four times each year (quarterly) via conference call or virtually. Additional meetings can be scheduled as needed. When possible and feasible, an in-person meeting



may be coordinated in conjunction with the RAIC Conference on Architecture.

Member Roles and Responsibilities

Chair

The duties of the Chair shall include the following (with support of RAIC operational liaison):

- a. Preparing for and attending PEJ-AC meetings;
- b. Soliciting agenda items for PEJ-AC meetings and preparing and disseminating the meeting agenda and other material to members,
- c. Maintaining a record of all PEJ-AC meeting minutes;
- d. Representing the PEJ-AC at meetings with members or external representatives, events and functions, as requested by the RAIC; and
- e. Submitting an brief annual report (March 1, September 1) on the activities of PEJ-AC to a RAIC operational liaison.

Secretary

The duties of the Secretary shall include the following (with support of RAIC operational liaison):

- a. Recording notes of meeting content using a template provided by the RAIC

Members

In addition to attending meetings regularly, members will be called upon to provide input on PEJ items as required in between meetings.

Reporting

RAIC staff will support record keeping with the PEJ-AC. Copies of PEJ-AC meeting minutes will be retained by RAIC's national office. Copies of PEJ-AC meeting minutes shall also be retained by the designated RAIC Chair and/or Secretary.

Resources and budget

PEJ-AC will be assigned an RAIC staff for operational support, as per CEO.

PEJ-AC will work with the RAIC staff designate to prepare an annual work plan with associated budget.

The annual work plan and budget must be approved by the RAIC Board of Directors prior to implementation.

If applicable, continuing education activities must be organized in collaboration with RAIC staff and with RAIC operational policies and processes. RAIC staff maintain final authority and decision making for any continuing education activities.

The RAIC designated staff is responsible for oversight of PEJ-AC budgets.

RAIC will provide resources to facilitate meetings for example, tele/videoconference access.

If appropriate, RAIC will provide PEJ-AC website presence and operational support for the RAIC website, within the RAIC committee microsite. Website content will be subject to RAIC communication policies



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and procedures, with oversight by the Operational Liaison.

RAIC will provide operational support related to marketing and communication for the PEJ-AC subject to RAIC policy and procedures.

Deliverables

Working with staff liaison:

- Annual workplan and budget (September 1); and
- Annual activity report (March 1, September 1).

Review

Terms of reference will be reviewed by operational liaison every 2 years from date of this document.