



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

Terms of Reference RAIC Promoting Equity and Justice Working Group

Name

Promoting Equity and Justice Working Group (PEJ-WG)

Type

Operational Working Group

History

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 *build a better world for all by empowering a strong culture of design excellence in Canada.*

Since the inception of the Promoting Equity and Justice Advisory Committee in 2021 and RAIC the strategic plan (2022-2024), the RAIC has been engaged in 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. With the launch of the [RAIC 2025-2027 strategic plan](#) effective January 1, 2025, the RAIC conducted a review of all existing committees, task forces and working groups to ensure alignment with both strategic and operational strategy. Effective February 1, 2025, the PEJ-AC will transition to a working group model.

Purpose

Support three priority elements of the RAIC 2025-2027 Strategic Plan.

1. Diversity

Strategic Objectives:

- Continue to grow diverse representation within the RAIC community.
- Cultivate a diverse and inclusive community which in turn fosters a more equitable and representative organization, strengthening our advocacy efforts through respectful and inclusive dialogue.

2. Community Relationship Building



Strategic Objectives:

- Building relationships with key partners and collaborators can enrich resource sharing, shape industry policy, enhance education and knowledge sharing, and strengthen the network across the design and architectural community.
- Work with collaborators and partners to develop relevant standards and requirements for the built environment.

3. Celebrate Achievements

Strategic Objectives:

- Raise public awareness about the vital roles and contributions of the architecture industry and its disciplines in building more inclusive and sustainable environments.
- Showcase and promote RAIC's achievements and accomplishments as they relate to diversity.

Scope

There shall be only one PEJ-WG with national representation. Where appropriate, ad hoc task groups may be formed by the Working Group to complete specific tasks.

Authority

The PEJ-WG will collaborate with RAIC staff designate(s) to provide advice and recommendations. However, the group shall not:

- Maintain financial independence, such as holding separate bank accounts, investments, or purchasing property;
- Hire employees, sign contracts, or incur liabilities on behalf of the RAIC;
- Alter its structure without written approval from the RAIC CEO or designate.

Membership

The Working Group shall consist of no more than 10 members. All members must be RAIC members in good standing (per RAIC Bylaws). Members are selected to represent diversity across various factors, such as age, ethnicity, gender, ability, sexual orientation, geographic regions, and professional sectors.

Term

Term appointments are 1 to 2 years in length, at the discretion of the CEO. A member can serve up to 3 consecutive terms.

Working Group Structure



The Working Group structure shall include the following roles:

- a. **Chair/Co-Chairs:** To be identified by the Working Group in collaboration with the staff designate. Role(s) are appointed by the CEO.
- b. **Liaison from RAIC Indigenous Task Force (ITF):** To be nominated by the ITF, should the invitation be accepted.
- c. **Support:** RAIC operational liaison(s) (determined by CEO).
- d. **Alternates:** May be identified by the Working Group - 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.

Meetings

Meetings take place up to 9 times per year. The group may take a break in the summer and at the end of the year. Additional meetings can be scheduled as needed.

Member Roles and Responsibilities

Chair/Co-Chair

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

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

Members

In addition to attending meetings regularly, they are encouraged to actively participate in discussions, contribute to deliverables, and engage in activities between meetings.

Reporting

RAIC staff will support record keeping with the PEJ-WG. Copies of PEJ-WG meeting notes will be retained by RAIC's national office. These reports will be used to monitor progress, evaluate outcomes, and inform future actions.

Resources and budget

PEJ-WG will be assigned RAIC staff for operational support, as per the CEO.

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



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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-WG budgets. This ensures members have realistic expectations of available support.

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

The RAIC will provide PEJ-WG website presence and operational support for the RAIC Working Group microsite. Website content will be subject to RAIC communication policies and procedures, with oversight by the operational liaison.

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

Deliverables

- An annual workplan outlining key initiatives, timelines, and budgetary allocations. (September 1); and
- Annual activity report (April 1, September 1).

Review

Terms of reference will be reviewed by the operational liaison every 2 years.

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