



Diversity, Equity, Inclusion and Anti- Racism Work Team

Terms of Reference

Approved: May 17, 2021

Revised: October 2023

Composition	5 to 7 members
Members	As determined by the Board of Directors, including a minimum of 2 Directors, 2 Member Association EDs and may include external members. Policy 1.3.4 (3.3) (3.5)
CHAIR	Selected by the work team
Chair's Duties	<ul style="list-style-type: none"> ● Chair the meetings; ● Set the agenda and dates in consultation with CSBA Executive Director and members; ● Ensure notes are kept and posted; ● Submit the annual work plan to CSBA Executive Director after first meeting of the year; ● Submit a report to the CSBA Executive Director to include with the materials for the Board of Directors' meetings. The report should include the activities of the past months, steps the Committee/Work Team will take over the coming months, and recommendations to the Board. Policy 1.3.4 (3.11) ● Act as spokesperson; Policy 1.3.4 (3.11) ● Encourage active participation and country wide representation from members. Policy 1.3.4 (3.4)

<p>Mandate</p>	<ul style="list-style-type: none"> ● To support the CSBA’ s work in the area of DEI and anti-racism. ● To examine, through the lens of DEI and anti-racism, the structure and practices of CSBA. ● To provide support to member associations, and through them, to their member school boards to examine their own actions and policies in regard to anti-racism. ● To develop a strategic anti-racism and inclusion program for elected trustees and Boards of Education.
<p>Duties</p>	<ol style="list-style-type: none"> 1. Provide strategic direction/advice to the Board of Directors on DEI and anti-racism matters. Policy 1.3.4 (3.2) 2. Develop an annual action plan linked to the Strategic Plan as appropriate. Policy 1.3.4 (3.11) 3. Review and suggest policy amendments (additions /deletions) to ensure that the policies and Constitution of the CSBA support the anti-racism beliefs and principles held by the CSBA. 4. Work in collaboration with all other CSBA Committees/Work Teams. Policy 1.3.4 (3.12) 5. Regularly review the terms of reference for this committee and make recommendations to the Board for any changes.