



## EDI Advisory Committee Terms of Reference

### **Introduction and Background**

The purpose of the EDI Advisory Committee is to create a space for staff members, educators, program leaders, supervisors, families, and leadership team members to come together and share knowledge, resources, and experiences related to promoting equity, diversity, and inclusion within the organization. This committee will provide an opportunity to learn from one another, support each other's efforts, and collaboratively work towards making the Umbrella Family and Child Centres more equitable and inclusive.

### **Purpose of the Terms of Reference**

The Terms of Reference provides clear guidelines regarding the purpose, composition, and objectives of the Advisory Committee.

### **Composition of the Advisory Committee**

The Manager of Program Excellence will chair the Committee. The membership will be established through an expression of interest and will be voluntary in nature. The Committee is open to all staff members, educators, program leaders, supervisors, families, and leadership team within the Umbrella who are interested in promoting equity, diversity and inclusion. The Committee will consist of no more than 15 members to ensure effective communication and engagement. The composition of the CoP will ideally have a minimum representation from 1 member of the leadership team, 2 program supervisors, 3 program staff, and at least 2 parents/guardians. The Umbrella will encourage participation from members who are part of a minority or an equity-deserving group. The selection of members in this committee will be a representation of all groups including minority and equity deserving groups.

The EDI Advisory Committee will be ongoing, with members joining and leaving as needed. However, it is recommended that members commit to at least **one year** of participation to ensure consistency and continuity.

### **Responsibilities of Members**

Members of the EDI Advisory Committee will be responsible for:

- Attending regular meetings
- Actively participating in discussions and sharing resources related to EDI topics
- Support the completion of the EDI Organizational Assessment Tool
- Bringing their own experiences, perspectives, and knowledge to the group
- Being respectful of different viewpoints and experiences shared within the group
- Promoting the EDI Advisory Committee within the organization by sharing information from the Committee forward within the organization

**VISION:** Responsive, accessible, and inclusive child care for all

**MISSION:** Excellence in early learning and child care

**VALUES:** Collaboration is the key, Equity and Belonging always, Excellence begins with us, Respect and integrity are essential & Trusting relationships connect us

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## Committee Guidelines

- Respect each other's perspectives and experiences, even if they differ from your own.
- Avoid assumptions or stereotypes about individuals or groups based on their race, ethnicity, gender, sexual orientation, religion, or any other aspect of their identity.
- Speak from your own experience and avoid speaking on behalf of or generalizing about a particular group or community.
- Practice empathy and compassion towards others, especially when discussing sensitive or difficult topics.
- Recognize that discomfort or challenging conversations are a part of learning and growth and commit to staying engaged and open-minded even when it's difficult.
- Refrain from using derogatory or offensive language, even if it's meant as a joke or said in a casual setting.
- Respect confidentiality and privacy when discussing sensitive or personal information shared by others.

## Meetings

The EDI Advisory Committee will meet monthly. Meetings will be facilitated by a designated member of the group and will include the following activities:

- Completion of the EDI Organizational Assessment Tool
- Discussion of relevant EDI topics and issues
- Sharing of resources, best practices, and experiences
- Brainstorming and planning of EDI initiatives within the organization
- Evaluation and reflection on progress made towards EDI goals

## Reporting and Decision Making

The EDI Advisory Committee Chairs will report to the organization's leadership team on a regular basis to share progress, challenges, and recommendations related to EDI initiatives within the organization. The group will also provide recommendations for future EDI projects, training, and education opportunities. Ultimately, the leadership team, along with the Board will support decision making.

## Conclusion

By participating in the EDI Advisory Committee, members will be able to work together to create more inclusive and equitable programs for children as well as making the Umbrella an inclusive and equitable organization. Through sharing of knowledge, resources, and experiences, the group will be able to identify and address areas of improvement and work towards a common goal of promoting equity, diversity and inclusion for children, families, and staff.

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