

TERMS OF REFERENCE

Diversity Committee

Type of Committee

The Diversity Committee is a sub-committee of the Membership Committee and is a standing committee of the CCLA.

Accountability

The Committee is accountable to the CCLA Board of Trustees through the Chair/Co-Chairs of the Membership Committee. The Committee reports to the Trustees through its Committee Chair or Co-Chairs via the Chair/Co-Chairs of the Membership Committee.

Purpose

The purpose of the Committee is to assist the Membership Committee in identifying and determining the overall approach/philosophy that the CCLA should adopt to ensure it is inclusive of the entire legal community that the CCLA serves. It will prepare for approval by the Membership Committee and Board of Trustees an action plan identifying key strategic priorities around the issues of diversity and inclusion.

It is recognized that the area of diversity and inclusion is complex and multi-faceted and will require the CCLA to take a well thought out and sensitive approach to ensure that it responds appropriately and adequately to meet the needs of the entire legal community within Ottawa and Eastern Ontario.

Functions/Responsibilities

The responsibilities of the Committee are to:

- facilitate the development of a clear definition of what the CCLA means when it refers to diversity and inclusion
- facilitate the development of CCLA's overall approach and philosophy with respect to diversity and inclusion
- identify issues of significance regarding diversity and inclusion on which the CCLA might take action or develop a position for review by the Membership Committee and Board of Trustees

- facilitate the development of a strategic action plan identifying specific areas of focus for the CCLA ensuring that the views of larger legal community are effectively sought out and made known to the Membership Committee and the Trustees
- on its own initiative or at the request of the Membership Committee or Trustees, recommend actions or positions that the CCLA might take on issues of significance regarding diversity or inclusivity within the legal profession
- at the request of the Membership Committee or the Trustees, assist the CCLA to take into account the particular concerns of its members and the broader legal community when the CCLA evaluates or comments on proposals or position papers from the government, the LSUC, CDLPA, LibraryCo or other organizations.

Structure

1. Membership

The Committee Chair (or co-Chairs) is appointed by the CCLA President with the assistance of the Membership Committee Chair/Co-Chairs.

The remaining members of the Committee are appointed by the Chair/Co-Chairs of the Membership Committee and Diversity for approval by the CCLA President.

The Chairs and members of any Sub-Committees are appointed from amongst the members of the Committee by the Committee Chair after consultation with the CCLA President.

With the approval of the CCLA President, a person who is not a member of the Committee may be appointed by the Committee Chair to serve as a member of a Sub-Committee.

The CCLA Executive Director is an *ex officio* member of the Committee.

2. Tenure

The term of office for the appointed members, including the Committee Chair, is two calendar years.

3. Meeting Arrangements

The Committee meets at dates and times set after consultation with the Committee Chair or Co-Chairs and the CCLA Executive Director.

Meetings are called and organized by the CCLA staff, which tabulate attendance, provide advice and consultative support, organize catering and meeting space, take minutes and provide meeting materials, as required.

4. Budget

The budget for the activities of the Committee itself shall be prepared by CCLA staff, and shall be set by the CCLA Board of Trustees, after consultation with the Committee Chair or Co-Chairs through the Membership Committee.

Drafted By: Membership Committee Co-Chairs & Executive Director (2015-11-11)
Approved by the CCLA Board.

Date: