

TERMS OF REFERENCE: Diversity Equity and Inclusion (DEI) Committee

Background

The establishment of a DEI committee of the Board has been formed based on the approval of the People Strategy which identified DEI as a strategic priority for CISV International.

In 2020 the Board established a short term DEI Implementation Team with a one-year mandate to work with representatives of existing entities contributing to DEI efforts, to coordinate and align efforts. This included working groups from committees (Justice, Equity, Diversity, Inclusion (JEDI) as well as working groups of the board (Gender, Sexual, Romantic Diversity (GSRD) Inclusion Working Group). The DEI Implementation team was disbanded in November 2021 to enable the formation of the DEI Committee. This was with the intention to highlight the importance of DEI within CISV International and order to seek structure and alignment within the organisation.

A goal of the People Strategy was to support a more strategic focus for the Governing Board, as such it included a re-organization of Committees and Working Groups reporting to the Board. It was agreed that the GSRD Inclusion Working Group would fall within the scope of the Diversity Equity and Inclusion Committee; this was seen as an opportunity to create synergy and alignment of the GSRD Inclusion Working Group activities within the broader mandate of DEI.

Terms of reference for new committees were developed in consultation with working group members and governing board trustees.

Purpose

To provide support and input to the Governing Board on the strategic development, policies and standards, implementation, and monitoring of the organisation's Diversity, Equity, and Inclusion agenda.

It aims to support CISV International in meeting Principle 6. of Equality, Diversity and Inclusion as stated in the Charity Governance Code.

Responsibilities

Key responsibilities include:

- Planning, monitoring and evaluating the implementation of our DEI strategy.
- Analysing how diversity, equity and inclusion are seen within CISV.
- Identifying gaps which hinder DEI practice, process, language, and execution of duties with CISV.
- Setting the DEI Strategic plan, with a focus on minimizing risk and gaps.
- Coordinating and aligning current and future projects and initiatives.
 - Identifying how individual projects can be adapted to address gaps.
 - Engaging with volunteers who have new ideas.
- Measuring and reporting on progress.

- Sharing successes and learnings from across the organization.
- Acting as a resource for CISV entities (e.g., National Associations, Committees, Regional Teams & JB).

Position within Structure

The DEI Committee is part of the International Committee structure as a standing committee of the CISV International Governing Board. All relevant practices and procedures apply.

Reporting

The Chair of the DEI Committee will be the member of the Governing Board who is the appointed DEI Trustee.

The Chair is responsible for the direction and output of the committee and will report to the Board as required.

Cooperation With

- National Associations and Promotional Associations for feedback, consultation and implementation of initiatives.
- Committees and their working groups, Junior Branch, Working Groups for consultation and specific projects together.
- Senior Management Team for advice on communications and to seek alignment and structure with operational projects and tasks.
- Regional Manager(s) and Regional Teams for feedback, consultation and implementation of initiatives.

Meetings

The DEI Committee will typically meet virtually once per month.

The meetings will primarily be virtual to avoid travel emissions wherever possible. However, in person meetings, involving travel, may be required at the discretion of the Board.

Term and Time

Volunteer committee members will be appointed for terms of 3 years. At the end of their first term, they may elect to stay on for a second 3-year term if mutually agreed upon with the Chair. Each committee person may serve up to 2 terms in the same position. After such time, they must retire from that position for a minimum of 1 year.

Monthly meetings will require a commitment of approximately 2 hours. Additional time required outside of meetings can range from 4-8 hours a month depending on the time of year and tasks required. Workshops may be organized as needed.

International Junior Branch representative terms will be for 2 years instead of three, and individual Junior Branch members may serve up to 3 terms in the same position. Most work will be conducted virtually, and Committee members are expected to participate in virtual meetings and work independently.

Competencies Required

All members are expected to exhibit the base Attitudes, Skills and Knowledge posted on the CISV International website.

The following expertise needs to be present in the group, though not in each member:

- Skilled communicator and networker with the ability to navigate different cultures across a group and be an advocate and ally within the organization.
- Personal or professional experience working with diversity, equity, social justice and inclusion.
- Experience in community development or community organizing.
- Experience in implementing programs, preferably in a global context.
- Strong project management skills with the ability to deliver a diverse workload.
- Knowledge of Diversity, Equity and Inclusion theory & models.

Selection and Appointment Process

The Committee will be chaired by a member of the Governing Board. The assignment of Trustees as Committee Chairs is to be determined by the Chair of the Governing Board. This decision should be made in consultation with the rest of the Board and take into consideration the terms and turnover of Trustees.

The committee will include 5-7 volunteer members, which can be adjusted as needed based on workload. A member of the GSRDI Working group, determined by the Working Group, will participate as a committee member.

Recruitment for this committee will follow the standard recruitment process outlined within the Volunteer Recruitment Policies and Procedures and led by the Committee Chair or designate. Appointments to the Committee must be approved by the Governing Board.

This Committee may include one Junior Branch member, based on availability and interest, who will be a member of the IJB team, selected by the current International Junior Representatives. The Junior Branch committee member serves as a liaison between the DEI Committee and IJB and acts as a normal committee member contributing to all decision-making of the committee.

All recruitment, management or change of personnel must be in line with policies approved by CISV International.