

Empowerment and Engagement Working Group (EEWG) **Terms of Reference**

MANDATE

The Empowerment and Engagement Working Group (EEWG) is a working group aimed at supporting College equity, diversity, inclusion, indigenization and belonging (EDIIB) initiatives, celebrations, and observations with a focus on:

- empowering the voices of equity-deserving community members
- celebrating the contributions of equity-deserving community members

AND

- facilitating or coordinating the creation of awareness campaigns for the entire campus community on a variety of EDIIB topics
- recognizing and supporting initiatives that address EDIIB

PROCEDURES

A. The EEWG will:

- A. 1 Manage a process to receive applications from the College community to allocate funding to EDIIB initiatives, including creating guidelines for initiation calls for grant applications, reviewing applications, and awarding funds.
- A. 2 Assist with the launching of initiatives, celebrations, and observations which have received funding.
- A. 3 Compile and manage an annual calendar for initiatives, celebrations, and observations that aligns to the EDIIB priorities of the College and assist with implementation.
- A. 4 Consult with appropriate internal and external stakeholders on subjects of mutual interest and concern as it related to EDIIB initiatives, celebrations, and observations.
- A. 5 Facilitate College community members with consulting appropriate internal and external stakeholders on EDIIB initiatives, celebrations, and observations.
- A. 6 Create an annual report to the Executive Director, Human Resources & Payroll and Director, Student Services, and disseminate to the appropriate stakeholders.

B. Committee Roles

B. 1 Chair

- The Chair is responsible for setting meeting agendas, leading meetings, drafting working plans and annual reports and meeting regularly with the Executive Director, Human Resources & Payroll and/or Director, Student Services.
- The Chair will be elected at the first meeting in September. The chair will serve a one-year term.

B. 2 Vice-Chair

- The Vice- chair takes on the chair's Responsibilities if the Chair is not available.
- The Vice-Chair will be elected at the first meeting in September. The Vice-chair will serve a one-year term.

B.3 Application Coordinator

- The Application Coordinator is responsible for coordinating the funding application process, responding to related queries, receiving applications, coordinating the application adjudication process, and informing applicants of the status of their applications. The Application Coordinator will work with the representative from Human Resources on dispersal of funds.
- The Application Coordinator will volunteer or will be elected if there is more than one volunteer. The Application Coordinator will serve a one-year term.

B.4 Notetaker

- The Notetaker takes minutes of meetings. And is an ex-officio member of the committee.

C. **Membership**

The EEWG will strive to have members represent a broad range of identities, voices, perspectives, and experiences.

Membership on the EEWG shall be:

<i>No.</i>	<i>Members</i>	<i>Appointed/Elected by</i>
1	Human Resources member	Appointed by the Executive Director, Human Resources & Payroll
1	CORFA members	Elected by CORFA
1	CUPE members	Elected by CUPE
1	Student member	Appointed by the Student Association or designate
4	Other members from the College community	Volunteer
1	Notetaker (ex officio)	Appointed by Director, Student Services

Depending on the topic, the working group may recommend the creation of an ad hoc committee or subcommittee to complete its work.

D. **Length of Term**

EEWG members serve a minimum one-year commitment with a two-year expectation but can also serve up to three years so that the committee membership has some overlap.

E. **Meetings & Minutes**

E.1 Meeting Functioning

- An agenda will be set at the beginning of each meeting.
- Meeting minutes will be taken. Minutes will be saved in the EEWG Teams files and shared on the website.
- Decisions and recommendations will be arrived at through consensus where possible, and where there is no consensus, they will be arrived at by a majority vote.

E.2 Quorum

- Quorum shall be reached if there is a majority, 50% + 1, of members present. Either the Chair or Vice Chair, or a designate, must be present for an EEWG meeting to take place.

E.3 Meeting Frequency

- The EEWG will meet at minimum nine times per year with additional meetings as needed. Meetings should occur during normal business hours of the College.

F. Member Responsibility

All EEWG members have several responsibilities.

- Fulfilling the EEWG working plans and contributing to tasks/projects/events
- Increase committee members' knowledge of EDIIB
- Be aware of the privilege that one brings to the conversation
- Acknowledge the existence of diverse perspectives
- Engage in respectful and interest-focused dialogue
- Practice cultural humility and cultural safety
- Fully participate in meetings
- Protect the privacy of applicants of the grant process
- Create a safe space for dialogue and learning
- When acting as an ally seek out and prioritize equity-deserving groups' perspectives
- Recognize that one or a few people are not representative of an entire group of people, diversity within groups exist, and lived experiences vary across and within groups of people
- Embody the spirit of and responsibility for integrating Equity, Diversity, Indigenization, Inclusion, and Belonging

G. Equity, Diversity, Indigenization, Inclusivity, and Belonging (EDIIB) Grant

The EEWG manages a grant for the offering of EDIIB initiatives at the College and is responsible for the application program through which funding dispersed to individuals or groups who are seeking to launch an EDIIB initiative.

G. 1 Application and Adjudication Procedures

- The EEWG will receive applications from the college community. The application and rubric will be available on the EEWG website.

G. 2 Funding

- The amount of funding available each fiscal year is \$7,500. Any unused amounts cannot be carried forward. The maximum amount for a grant is \$2,500.
- Any funds remaining after funding has been allocated to approved applications will be used for initiatives to celebrate or forward EDIIB at the College based on recommendations of the EEWG to the Executive Director Human Resources & Payroll and/or Director, Student Services. If there are no recommendations from the EEWG, the Executive Director Human Resources & Payroll and/or Director, Student Services will use the funds for furthering EDIIB.
- While the EEWG has authority to adjudicate applications and award funding, the Executive Director, of Human Resources and Payroll is ultimately responsible for stewarding the funding of the EEWG.

G. 3 Annual Calendar of Initiatives, Celebrations, and Observations

- Make recommendations on an annual calendar for initiatives, celebrations, and observations that aligns to the EDIIB priorities of the College and assist with implementation.

H. Reporting

Reporting to the EDHR and the Director of student services as necessary.

I. Accountability

The EEWG is advisory to the Executive Director, Human Resources & Payroll and Director, Student Services.