

## **Big Brothers Big Sisters Diversity, Equity & Inclusion Taskforce**

### **Terms of Reference**

#### **Purpose**

National Board of Big Brothers Big Sisters of Canada acknowledges that being a mission led and values driven federation requires us to champion and embed a diversity, equity and inclusion (DEI) lens into everything we do – from how we show up every day while creating a culture of psychological safety and belonging together, to understanding our bias and un-learning and re-learning ways to dismantle systemic bias and racism within our systems and processes.

We acknowledge that DEI work is disproportionately carried out by and is reliant on the labour of Indigenous, Black, Racialized, Queer, Trans, Non-Binary, 2SLGBTQIA+, Persons with Disabilities and/or Neurodiversity and other persons who have been marginalized historically, persistently, and systemically.

We don't just work with our community; we are a part of it. And as a member of that community, we must be an anti-racist, anti-oppression, decolonial ally and remove barriers to participation. This will require us to unlearn and re-learn systems and processes that have created structural inequity and inequality, including looking within each of our independent organizations and the ways we lead.

#### **Mandate**

Through a consultative and collaborative process the DEI Taskforce will embark on a journey on how we will live into the principles of DEI through our strategy. The Taskforce will unpack, digest and take action on the data and insights shared through the recent report issued by 'The Commons' and to build consensus within the Federation on practical interventions and action plans that can be brought to life at every agency to ensure we are embedding a DEI lens into every interaction we have.

The taskforce is expected to report on the 7 key areas identified in the Big Togetherness report and address a plan of action for each recommendation. These areas are:

- 1) Leadership and accountability
- 2) External and internal communications
- 3) Inclusive programs, policies and practices
- 4) Workplace culture and diversifying organizations
- 5) Workplace structures and equitable systems
- 6) Partnerships and community engagement
- 7) Capacity building

#### **Structure**

The overarching work of the DEI Taskforce will be coordinated by the National Project Manager, Strategy & Operations with support from the Steering committee.

#### **Steering Committee**

The Steering Committee will be made up of 10 members from across the Federation, the National Project Manager, Strategy & Operations, one member from the Quality Assurance Committee, one member from NYMAC along with 7 other members representing the following where possible:

- Location Representation: Atlantic, Quebec, Ontario, Manitoba/Saskatchewan, Alberta, and BC Regions
- Agency Size: Small, Medium, and Large
- Population Representation: E.g., Québécois, BIPOC, LGBTQ+, neuro-diverse, etc.
- Operational Representation: Relevant front-line staff, Executive Directors, and National Staff (if necessary), and a variation of experience in terms of length of time within the role

The Steering Committee will be responsible for the overall coordination of the work of the Taskforce and creating the final recommendations taking into account area 7, Capacity Building of the Big Togetherness report. A member of the steering committee will sit with each of the working groups and report back on the discussions and assist with the synthesis of the recommendations coming from the group they are connected to.

BBBS Selection committee will be responsible for appointing the 7 Federation members to the Steering Committee. On top of geographical representation, the competencies required will be:

### **Working Groups**

There will be 6 working groups established to distill and make recommendations on the following areas of the Big Togetherness report:

- 1) Leadership and accountability
- 2) External and internal communications
- 3) Inclusive programs, policies and practices
- 4) Workplace culture and diversifying organizations
- 5) Workplace structures and equitable systems
- 6) Partnerships and community engagement

### **Member Appointment**

BBBS Selection committee will be responsible for appointing the 7 Federation members to the Steering Committee.

NYMAC will choose one representative from its existing membership to sit on the Steering Committee.

The Steering Committee will determine the best approach for choosing members of the working groups depending on the flow of work and the number of applications received for each one. It is expected that members of the working group have experience in bring an inclusive lens to the group that they are applying for.

### **Member Commitment**

Members of the DEI Taskforce will:

- Reflect the diversity of the equity seeking groups within Big Brothers Big Sisters.
- Be committed to operating with effective, respectful and inclusive communication.

- Promote and operate through a consensus decision-making process.
- Foster intentional collaboration and partnerships.
- Inject intersectionality into strategies to build bridges within Big Brothers Big Sisters.

### **Time Commitment**

Members of the Steering Committee must be able to commit to attend bi-weekly meetings that are 90 minutes each. In addition to this, each member must be able to attend the working group meetings that they are assigned to. There may be additional asks of members time to attend consultation with various Federation stakeholders to assist with facilitation.

Members of the Working Groups must be able to commit to attend bi-weekly meetings that are 90 minutes long during the months of September and October.

The schedule has been developed to take into account both the immense amount of work to be undertaken along with the desire to produce a final report in 2022. Given that, it is important for all members of the Taskforce regardless of role to seek approval from their direct supervisor prior to applying.

### **Decision Making**

Wherever possible decisions will be made by consensus. In the event consensus cannot be reached a majority vote will occur.

### **Conflict Resolution**

Big Brothers Big Sisters recognizes that conflict is a natural part of equity, diversity & inclusion work and with a proper conflict resolution process can often have a positive outcome. It is the Committee's intention to resolve disputes collaboratively, amicably and respectfully. Successful dispute resolution relies upon: (a) the ability of the Co-chair(s) to objectively facilitate the discussion so that all Members have an opportunity to have their concerns addressed in a constructive manner, and (b) the Members' readiness to participate to seek resolution to the issue.

Each Committee Member shall be given an opportunity to express his or her concern or opinion regarding the issue in dispute and how the dispute has affected the Member. The Co-chairs' responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interests of all Members. If no common ground can be identified, the Co-chairs' shall seek to clarify preferences among all Members before proceeding further. If required additional support from the National Office will be provided to deal with conflict resolution.

### **Quorum**

Quorum for meetings is 40% plus 1. If quorum isn't reached within 15 minutes of the meeting start time than the chairs can conduct informal discussion, but no votes will be taken.

### **Minutes**

The committee will select a minute-taker at the start of each meeting. Minutes will be stored in an accessible location and circulated to all members after each meeting.

### **Work Plan**

July 2022	<ol style="list-style-type: none"> <li>1) Selection committee chooses members of the Steering Committee</li> <li>2) Steering Committee conducts first meeting</li> </ol>
August	<ol style="list-style-type: none"> <li>1) Steering Committee meets bi-weekly to discuss report, facilitation ideas, consultation strategy &amp; composition of Working Groups</li> <li>2) Communication goes out to solicit members of the working groups</li> </ol>
September	<ol style="list-style-type: none"> <li>1) Working groups conduct meetings bi-weekly to disseminate the sections of the report that have been tasked to them</li> <li>2) Consultation with NMC and each Federation Committee</li> <li>3) Steering committee meets bi-weekly to ensure overall coordination of the taskforce occurs</li> </ol>
October	<ol style="list-style-type: none"> <li>1) Working groups continue to meet</li> <li>2) Steering committee takes initial recommendations from working groups to begin collating a draft of the final report</li> </ol>
November	<ol style="list-style-type: none"> <li>1) Opportunity for all stakeholders within the Federation to be consulted on the draft recommendations from the Taskforce (first week of November)</li> <li>2) Steering committee completes the final report in preparation to go to the National Board in December</li> </ol>
December	<ol style="list-style-type: none"> <li>1) Final report &amp; recommendations go to the National Board for approval.</li> </ol>

## Final Report

The Steering Committee is tasked with reviewing the final draft of the Taskforce following a Federation-wide consultation on the draft including draft recommendations. While the Project Manager, Strategy & Operations will be tasked with the writing of the report, it is important that the steering committee has an opportunity to review the draft following the consultations. In December the Final Report will be presented to the National Board for receipt.