

TERMS OF REFERENCE: SFUFA EQUITY COMMITTEE

(updated September 2024)

These Terms of Reference are provided to govern a SFUFA Equity Committee, established in accordance with Section VIII (Committees) of the SFUFA Bylaws. Section VIII (1) reads as follows:

The Executive Committee shall have full power from time to time to appoint such committees and chairs thereof as it shall see fit and may delegate to such committees such powers as it may see fit. All committee members shall be members of the Association.

1.0 Purpose

1.1 The purpose of these Terms of Reference is to provide guidance to the Equity Committee (the Committee) to carry out its business in accordance with the Constitution, Bylaws, and Policies of the Simon Fraser University Faculty Association (the Association), the evolving framework of the Collective Agreement, and in legal compliance with provincial and federal human rights law.

2.0 Mandate

2.1 The Committee is a standing sub-committee of the Association, constituted by the Executive Committee in accordance with the Association's Bylaws.

2.2 Recognizing the specific mandate of the Equity Committee (below), the Committee works under the authority and at the direction of the Executive Committee.

2.3 For the purposes of this mandate, "Equity" is defined as the equality of access to participation, representation and success, and "equity work" as efforts to address undeserved advantages and disadvantages that are barriers to that equality. Where equity-deserving or equity-seeking group are referenced, definitions shall be as identified in Canadian law, and specifically by the Charter of Rights and Freedoms.

2.4 The mandate of the Committee shall be as follows:

2.4.1 Monitor equity issues, propose policy changes, and undertake appropriate initiatives on behalf of the Executive Committee. This will include but not be limited to collecting data and identifying areas where data is needed regarding issues of equity, preparing reports for the SFUFA Executive Committee and the Membership of the Association, proposing and/or review of bargaining proposals in order to advance the equity aims of the Association; providing a point of contact for individuals or groups of members with concerns related to systemic inequity; and presenting an annual report at the Annual General Meeting of the Association. It may bring to the attention of the SFUFA Executive Committee any identified inequities associated with any protected ground of discrimination as outlined in Article 4 of the Collective Agreement or any concerns with respect to any equity designated groups, as defined by the Canadian Charter of Rights and Freedoms.

Consult with other Canadian universities on equity issues and provide comparative

information for the SFUFA Executive Committee.

2.4.2 Promote awareness of equity issues.

2.4.3 Work with appropriate SFU, BC, and/or national equity or equity designated committees/ groups, as needed.

2.4.4 Represent the Association on appropriate SFU committees as at the discretion of the Executive Committee.

2.5 The SFUFA Executive Committee may by resolution refer additional duties to the Committee.

3.0 Authority

3.1 The Committee may make recommendations to the SFUFA Executive Committee regarding matters that fall within the scope of the mandate in Section 2.0.

3.2 The Committee may request to meet with the SFUFA Executive Committee or Officers.

3.4 The Committee may seek input from Members and experts.

4.0 Membership

4.1 Members of the Committee shall be members in good standing of the Association.

4.2 Five (5) members will be elected by SFUFA members and submitted for ratification by the Executive Committee for terms not to exceed two years. In addition, the Committee will include the Past Committee Chair (ex officio and non-voting) and a representative from Academic Women will be invited to join the Committee. The Executive shall have the authority to appoint up to two (2) additional members at its discretion. In consultation with the Executive, the Committee may also strike an Equity Advisory Committee open to all SFUFA members when deemed necessary by the Committee.

4.2.1 Candidates for election to the Equity Committee will be required to submit a candidate's statement to be shared with members prior to the election. Candidates who do not provide a statement will not be considered.

4.3 The Committee Chair shall be elected as the Director, Human Rights and Equity on the SFUFA Executive through the Association Executive election process.

4.4 A member of the Committee may resign by providing notice in writing to the Committee Chair and to the SFUFA President.

4.5 A member of the Committee may be removed by motion of the Executive Committee.

5.0 Meetings

5.1 The Committee may meet at the places and in the format they find fit to conduct

business, meet remotely, adjourn and otherwise regulate their meetings and proceedings. Typically, meetings will be held monthly.

5.2 The Chair shall preside at all meetings, and if the Chair is not present the Committee may select an acting Chair from among its members. Should the need arise for an acting Chair beyond a single meeting, the SFUFA Executive may invite the Acting Chair to provide a report in the Chair's absence.

5.3 The Committee may invite SFUFA members and guests to attend meetings as needed.

6.0 Reporting

6.1 On an annual basis the Committee shall identify priorities, deliverables and timeframes to fulfil its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee for approval. The Committee may request financial support from the Executive Committee as part of the Committee Plan.

6.2 The Committee shall keep records of its meetings, decisions, and recommendations.

6.3 The Committee shall report to the Executive Committee at least annually by delivering a written report to the Executive Committee and presenting the report at the Annual General Meeting.

6.4 The Committee may expect administrative support from the Association to fulfil the reporting obligations in Section 6.0 and may request additional support when needed.