



Diversity, Equity and Inclusion (DEI) Committee

Terms of Reference

Purpose:

The DEI Committee will provide strategic guidance and support to the SJC Board of Directors on all DEI matters. The Committee will oversee the creation, implementation, and ongoing enhancement of SJC's DEI strategy and initiatives, working collaboratively with internal and external stakeholders to ensure continuous improvement. The Committee will also actively participate in and support national efforts to advance DEI within the sport sector. Equitable access and opportunities will be a priority

Core Values for Guiding the Committee:

The Diversity, Equity and Inclusion (DEI) Committee is guided by Ski Jumping Canada's values of Caring, Community, Excellence, Honest, Sustainability & Financial Health, and Diversity & Inclusion. The Committee recognizes that the culture we set at the committee level should be reflective of the culture and expectations of Ski Jumping Canada.

Key Duties:

The Committee will:

- Review and provide recommendations on SJC's DEI policy and any related strategic plans, initiatives, and procedures.
- Monitor and evaluate the effectiveness of SJC's DEI initiatives, including collecting and analyzing relevant data.
- Identify and address systemic barriers to participation and advancement for under-represented groups within SJC.
- Develop and recommend specific DEI goals and action plans for SJC.
- Identify education and training opportunities for SJC staff, coaches, volunteers, and board members on DEI principles and best practices.
- Advise the Board of Directors on issues related to diversity, equity, and inclusion.
- Engage with stakeholders, including athletes, coaches, staff, volunteers, and the broader community, to solicit feedback and gather insights to inform SJC's DEI initiatives.
- Prepare regular reports for the Board of Directors on the Committee's activities, progress, and recommendations.
- Collaborate with other SJC committees as appropriate to support DEI integration across the organization.
- Provide input into the annual report on diversity to the SJC Board of Directors.

Composition:

The Committee shall comprise a minimum of five (5), maximum of seven (7) members, with a diverse representation of genders, ages, ethnicities, and other relevant characteristics to reflect the diversity within SJC and its stakeholder groups. Committee members shall include at least:

- One (1) current or former athlete (within the past eight years)
- Two (2) PTSO representatives
- One (1) SJC staff member or independent contractor
- One (1) member of the SJC Board of Directors
- Optional: Two (2) available representatives from outside the regions of British Columbia and Alberta

A concerted effort will be made to achieve equity and equal representation on the committee, considering various factors such as gender, ethnicity, age, and other relevant characteristics. The Chair of the Committee will be appointed by the Board of Directors.

Meetings:

The Committee will meet by tele-conference; video-conference or in person, as required to perform the duties required of the Committee.

Resources or Support:

The Committee will receive the necessary resources from Ski Jumping Canada to fulfill its mandate. The Committee may, from time to time, receive administrative support from Ski Jumping Canada.

Responsible to:

The Committee reports to the Board of Directors through the Chair of the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair of the committee.

Evaluation:

The Board of Directors and Chair of the Committee will evaluate the performance of the Committee. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables, as well as fulfilling the key duties as outlined in these terms of reference

Review and Approval of Terms of Reference:

The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.