

# CFRU Employment Equity Committee

## Terms of Reference

Approved – November 27 2013

### **Purpose**

The Employment Equity Committee works to address any barriers to equity, inclusivity and diversity that may exist at CFRU for volunteers, staff members, and listeners. The Equity Committee will review policies and develop and recommend strategies towards this end.

### **Composition**

- Consisting of a minimum of 4 members, including the Station Manager, Chair of the Board of Directors (or its appointed representative), a staff representative, and a volunteer.
- Maximum of 6 members, of which remaining positions may be filled by Staff, Board of Directors and/or volunteers, but limited to two per designation. The Station Manager may fill a Board position, or may be appointed by the board to sit on the committee as a non-voting member.
- The Chair of the committee is the Station Manager
- The Standing Committee may invite such Board Members and outside parties, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Standing Committee.
- In case of vacancy on the committee, volunteer members must be confirmed by a minimum 50% yes vote after submitting a letter of intent to join the committee, to be conducted at the next scheduled committee meeting.
- Any member of the Committee may be asked to leave if a 75% or greater secret ballot is passed after a motion to exclude is brought forth when a clearly defined reason such as extended absence in the committee, obstruction of process, etc is defined.

### **Duties and Responsibilities**

- The committee shall operate in a manner consistent with provisions of the Bylaws, ABC's, Collective Agreement and other station and Provincial/Federal Laws.
- Discuss and facilitate Collective Agreement equity section(s).
- Draft ways which a Hiring Committee may be able to better conduct interviews within the hiring guidelines.
- Periodical review and recommendation for posting hiring descriptions which would attract and encourage diversified candidates to enter into the hiring process
- Make recommendations to the Board of Directors when issues of inequality arise
- Receive and reply to complaints about equity and hiring practices.
- Conduct a minimum of two meetings per fiscal year as stated in the Collective Agreement.
- Create, review, and recommend complaint procedures
- Monitor the station's commitment to anti-oppression, accessibility, and inclusiveness
- Periodical review and recommendation for outreach, recruitment, and retention of volunteers from marginalized communities

### **Accountability**

- The Committee shall review the terms of reference for the Standing Committee annually and make recommendations to the Board as required.
- The Committee shall keep a record of its meetings and present reports to the Board of

Directors at the next Board Meeting or as requested

**Revision Notes**

Drafted by: Peter Bradley – Station Manager – March 2013

Modified by: Barry Rooke – Station Manager – November 18 2013

Approved by: Board of Directors – November 27 2013