

DIVERSITY ADVISORY COUNCIL TERMS OF REFERENCE

The Diversity Advisory Council (DAC) is made up of representatives from diverse faculty, staff and students. As a key part of Yorkville Education Company’s Diversity and Inclusion Strategic Plan, DACs will play an important role in enhancing the development and implementation of diversity, equity and inclusion initiatives across the organization, and creating more inclusive learning and work environments. They provide strategic advice on diversity, equity and inclusion initiatives and provides Toronto Film School/Toronto Film School Online and Yorkville University communities the opportunity for input into decision-making & policies and practices related to diversity, equity and inclusion (DEI). DAC members act as Diversity Champions between the Diversity, Equity and Inclusion Office (DEIO) and their respective faculties, departments and programs. They also build allyship with underrepresented communities and foster respectful and safe engagement with faculty, students and staff on issues of diversity, equity and inclusion.

The four DACs are as follows:

- Toronto Film School/Toronto Film School Online Faculty and Staff DAC
- Toronto Film School/Toronto Film School Online Students DAC*
- Yorkville University Faculty and Staff DAC
- Yorkville University Students DAC*

*A representative from these DACs will be responsible for conveying student views to their respective Faculty and Staff DACs when required

Mission/Values/Goals:

Diversity, equity and inclusion are a critical component of life at Yorkville University and Toronto Film School, and we are committed to making these values an integral part of our culture. Just as we are committed to academic and professional excellence, so are we committed to providing educational services and employment that are focused on promoting the principles of diversity, equity and inclusion.

Diversity – The wide range of human characteristics including but not limited to disability, marital status, family status, Indigenous identity, race, ancestry, place of origin, colour, ethnic origin, citizenship, language, creed/religion, sex (including pregnancy and breastfeeding), sexual orientation, gender identity, gender expression, age, political belief or activity, social condition, socioeconomic status, educational background, literacy level and geographical region.

Equity – Acknowledging that equal access to opportunities and services may require the removal of barriers that marginalized equity-seeking communities experience in trying to obtain this access.

Inclusion – Ensuring that individuals feel welcomed in the academic and workplace environments, and that they can bring their authentic selves to the educational and work spheres.

Mandate

- Purpose of the DAC is advisory in nature and assists the Director of DEI and DEIO to lead diversity, equity and inclusion strategic plan initiatives with buy-in and guidance required from diverse representatives

Advisory Role of the DAC

The DAC may be asked to provide advice on a number of topics such as:

- Exploring issues and gaps around systemic diversity, equity, inclusion, human rights, and recommend appropriate strategies for removal of barriers
- Providing review of policies and procedures related to these areas from a diversity and inclusion lens
- Sharing best practices around management of diversity and inclusion matters, communication strategies

Membership & Terms

- Membership is voluntary. Membership on the DAC is dependent on a person's affiliation with Toronto Film School/Yorkville University. If a member of the DAC leaves Toronto Film School/Yorkville University, their formal membership on the DAC will end.
- Permanent appointed members are those members whose core organizational function requires their participation on the DAC. Those members are the President, Human Resources designate, Government & Regulatory Affairs designate and Director of DEI for the TFS/TFSO and YU Faculty and Staff DACs, and the Director of DEI, a Student Life Coordinator for the YU Students DAC and the Director of DEI for the TFS/TFSO Students DAC.
- The President and Director of DEI co-chair the Faculty and Staff DACs and the Director of DEI and a student representative from the Student DACs will serve as co-Chairs on the Student DACs. The student representative will be selected on an annual basis by the rest of the Student DAC via consensus. Student co-chairs are responsible for reporting the student perspective to the Faculty and Staff DACs when required.

- Elections are held every 2 years for rotating faculty and staff positions and an application selection process is held for student positions.
- For rotating faculty and staff representatives, their term is 2 years. For student representatives, the duration of their term correlates for the time that they are enrolled in their current program.
- There is no limit to the number of terms an individual can serve on the DAC, however, reappointment will be considered along with new member selections.
- Membership on the DAC will be terminated if the DAC finds by majority vote that an individual's actions are contrary to the mission of the DAC, or if a member is no longer in good academic/employment standing as a student or an employee (faculty/staff).

Member Responsibilities

- Co-chairs are responsible for presiding over any DAC meetings, for setting the agenda after consultation with DAC members, encouraging participation from all DAC members, inviting special guests to attend meetings where appropriate and relying on a consensus model for decision-making. It is the DEIO's responsibility to regularly consult with the DAC on ongoing diversity, equity and inclusion initiatives that require their feedback.
- DAC members are responsible for:
 - Ensuring the mandate of the DAC is being satisfied
 - Keeping DAC discussions respectful and confidential
 - Obtaining information, feedback and knowledge about diversity, equity and inclusion matters from the faculty/staff/student constituencies they represent
 - Actively participating in DAC discussions and making recommendations
 - Delegating another member from their constituency (if applicable) to attend a meeting on their behalf if they are unable to attend
 - Acknowledging the mission, values and goals of the DAC and honouring them

Meetings

- There are no regularly scheduled recurring meetings for the DACs, rather they serve as a functional group that the DEIO can consult with on an as-required basis (through e-mail, Microsoft Teams, Zoom, etc.). Occasional meetings can be convened with all members via videoconferencing technology if necessary to discuss/gather feedback and consensus on specific matters. Summary records of meetings will be kept by the DEIO and provided to DAC members.

Consensus and Quorum

- Decision-making in the DAC will occur through consensus after members have discussed the matter and have provided the DEIO with strategic advice that takes into

account diversity, equity, inclusion, any relevant legislation/regulations, and business operations. A quorum for these purposes shall consist of those DAC members in actual attendance during the discussion.

These Terms of Reference are subject to revision by Yorkville Education Company at which point notice of any changes will be communicated.