TEMPLATE: GENDER EQUITY COMMITTEE TERMS OF REFERENCE

A Gender Equity Committee can support effective decision making and targeted initiatives within your organization to advance gender equity and inclusion. Use this template to guide the development of your organization’s Gender Equity Committee Terms of Reference.

**GENDER EQUITY COMMITTEE TERMS OF REFERENCE**

PURPOSE

The Gender Equity Committee supports (insert name of organization) in developing, promoting, monitoring and providing advice about programs and policies to advance gender equity.

MEMBERSHIP

* Membership will consist of a Chair, plus XX other Committee Members. (six is recommended but this number can vary)
* The Gender Equity Committee will strive to be gender balanced within the range of a 60/40 ratio of genders.
* Ideally, one Committee member should be from the (insert name of organization) Board of Directors with the remaining Committee members being members in good standing of (insert name of organization).
* A staff member from (insert name of organization) should also be part of the Committee in a non-voting capacity.

AUTHORITY / DECISION MAKING

* The Gender Equity Committee is a Standing Committee of (insert name of organization).
* The Gender Equity Committee has the authority to interpret and apply Board approved policies.
* The Gender Equity Committee has the authority to work with and advise other (insert name of organization) committees on gender equity issues.
* The Committee Chair reports directly to the (insert name of organization) President or Executive Director (CEO).

VOTING / DECISIONS

Each member of the Gender Equity Committee shall cast one (1) vote. In the event of a tie, the Chair shall cast a second deciding vote.

QUORUM

The majority of the voting members present forms a quorum. If the Chair is absent, then those present may select a Chair for that meeting from amongst themselves.

FREQUENCY OF MEETINGS

Meetings shall be held a minimum of two (2) times per year or more frequently at the call of the Chair. Meetings may be in person or via teleconference.

RECORD OF DECISIONS

* All meetings will have an agenda and produce minutes.
* The minutes shall be taken by the Chair or a member of the Committee that the Chair designates and must be approved at the next Committee meeting.
* The Committee may make recommendations to the Board when situations require it.
* Documents shall be kept at the (insert name of organization) office.

TERM

Each member of the Gender Equity Committee will serve a two-year term.

SCOPE OF THE COMMITTEE

* To oversee adherence to the (insert name of organization) Gender Equity Policy.
* To support the achievement of (insert name of organization) gender equity targets and objectives identified in the (insert name of organization) Strategic Plan.
* To identify any impediments to progressing gender equity and work with (insert name of organization) on strategies to overcome them.
* To provide feedback to (insert name of organization) on possible gender equity implications of proposed policies and plans.
* To consult with and advise other (insert name of organization) committees, board members and staff on gender equity matters.
* To support all (insert name of organization) committees to achieve gender balance (no less than a 60/40 ratio) in their membership by XXXX (year).
* To evaluate progress of (insert name of organization) gender equity strategies and achievement of gender equity targets.
* To promote awareness and provide education on gender equity issues to the (insert name of organization) membership.
* The (insert name of organization) Board of Directors may delegate additional duties to the Gender Equity Committee as required.

RESPONSIBILITIES OF THE CHAIR

* To chair all meetings of the Committee.
* To ensure compliance with the Terms of Reference and Gender Equity Policy.
* To lead the development of an annual Gender Equity Committee workplan and seek approval by the (insert name of organization) Board of Directors and/or Executive Director.
* To ensure all Gender Equity Committee members receive gender equity training and are oriented to the work of the Gender Equity Committee prior to engaging in Committee activities.
* To determine how issues referred to the Gender Equity Committee should be handled.
* To comply with all approved budgeting, financial & planning policies and procedures.
* To report to the membership at the AGM on activities undertaken by the Gender Equity Committee.
* To liaise as required with other (insert name of organization) Committees on related gender equity issues and engage Gender Equity Committee members as needed.

APPROVAL OF TERMS OF REFERENCE

Date Approved: XXXX-XX-XX