Equity, Diversity, Inclusion & Accessibility (EDI&A) Sub-Committee

Terms of Reference
Approved CMA Board of Directors January 31, 2024

The **EDI&A Sub-Committee** is tasked with reviewing the EDI&A deliverables of the CMA (including review and incorporation of EDI&A in all CMA policies) review of the 3-Year EDI&A Guidance Strategy, and making recommendations to management to increase the value of EDI&A to the CMA and its members.

The committee is expected to meet virtually two to three times per year, driven likely by the EDI&A Guidance Strategy timelines. Committee members would be expected to serve to the conclusion of the project in December 2026.

Service on the committee is non-remunerative, and no travel is anticipated, but any travel or other expenditure would be reimbursed in accordance with CMA policies.

The operating language of the committee will be English.

The Committee is expected to review and discuss information and proposals from the Senior Manager, Advocacy and external Consultants.

The DEI&A Sub-Committee shall:
- Review these Terms of Reference;
- Review the 3-Year EDI&A Guidance Strategy timelines;
- Suggest ways in which the program can be improved;
- Receive and review recommendations from staff or from members on potential improvements to the DEI&A guidance strategy;
- Keep the deliberations of the EDI&A Sub-Committee confidential; and,
- Maintain minutes of all meetings and provide a written report to the CMA Board of Directors when needed.

The DEI&A Sub-Committee will be comprised of:
- One (1) member of the current CMA Board of Directors to act as Committee Chair;
- Between three (3) and five (5) CMA members with knowledge and experience with the latest EDI&A research and best practices;
- The current Executive Director is invited as an ex-officio committee member.

Staff Support
- Dnyanesh Kamat, Senior Manager, Advocacy, will act as staff support for the committee.
- The CMA will provide administrative support to the committee, including scheduling, agenda development and minute taking as required.