



# Diversity, Equity, and Inclusion Committee Terms of Reference

## **Mandate**

The DEI committee advises the AAO Board of Directors, standing committees and membership on issues relating to diversity, equity and inclusion within the AAO itself and in the archival profession at large.

## **Membership**

The committee will be chaired by a member of the AAO Board of Directors and composed of no more than ten (10) committee members. Committee members should be AAO individual members in good standing. However, institutional AAO members and non-members can sit on the committee if they possess specialised knowledge of relevance to the committee.

## **Terms of Membership**

Members will be appointed to the committee for a two-year term.

## **Meetings**

The DEI Committee meets no less than four times a year via Zoom. Meetings are scheduled by the Committee Chair.

## **Reporting**

Minutes of each meeting of the Committee will be recorded with a copy placed in the Committee's Google Drive folder.

The Committee Chair is responsible for preparing written reports on behalf of the Committee for submission to the Board twice annually: (1) for the spring Annual General Meeting and (2) for the fall Leadership meeting. Additional reports may be required on request of the Board.

## **Resources and Finances**

All expenditures proposed by the Committee shall first be approved by the AAO Board. Any financial requirement should be identified when possible prior to the approval of the AAO's annual operating budget.