



Halton Equity and Diversity Roundtable

Terms of Reference Coordinating Committee

1. Role

Providing strategic and operational oversight of all HEDR initiatives.

2. Responsibilities and Expectations

- Oversee the implementation of the mission, vision, and strategic priorities of HEDR
- Active attendance and leadership on the Coordinating Committee and Working Groups
- Provide strategic direction and policy development for the Roundtable and Working Groups
- Convene and chair Roundtable meetings
- Operational oversight of staff, contractors, grants, finances, and communications
- Stewardship of effective partnership with the trustee
- Ensure capacity and financial sustainability of HEDR

3. Membership and Voting

The committee will comprise a minimum of 5, but no more than 9 voting members, including the Executive Director, or designate, of the trustee to be represented on the Coordinating Committee.

3.1. Election:

- The Coordinating Committee will accept nominations in July and August
- New members will be presented to the Coordinating Committee in September when required
- If membership falls below 5 members during the year, an appeal will be made for an additional membership, and the Committee will present a candidate to the Roundtable for approval

3.2. Term:

- Two years with staggered terms to ensure continuity (less than 50% change in any year)
- A maximum of 3 consecutive terms may be renewed; exceptions can be made with a majority vote from Coordinating Committee

4. Chair

Members will rotate the chair role in alphabetical order

5. Frequency of Meetings and Manner of Call

Minimum of 8 times per year based on the schedule developed each year. Members must commit to attending a minimum of 5 meetings each year.

6. Quorum

- 35%+1 Coordinating Committee members
- If only 3 members are available for a meeting, an email vote will determine a consensus for the meeting.

The Terms of Reference –Coordinating Committee (CC) is a living document and will be reviewed annually to ensure its continued appropriateness.