



CAS & ACUDA

DIVERSITY, EQUITY & INCLUSION COMMITTEE (DE&IC)

Terms of Reference

Purpose

The CAS & ACUDA **Diversity, Equity & Inclusion Committee** (DE&IC) was established to assess organizational inclusiveness, to ensure that any systemic biases or barriers are addressed and removed, and to report all findings to CAS & ACUDA leadership. The committee will work to embed a commitment to diversity, equity and inclusion in every aspect of the organizations. CAS and ACUDA value and embrace inclusion and consider it fundamental to success.

We recognize that historical and persistent inequities and barriers to equitable participation exist and are well documented in society and believe individual and systemic biases contribute to the marginalization of designated groups.

Committee Composition

Membership will include:

1. Dolores McKeen, Chair, CAS Vice President
2. David McKnight, CAS Executive Committee Member
3. Debra Thomson, CAS Executive Director
4. Roanne Preston, ACUDA President (WG Partner)
5. Patricia Houston, Appointed Member
6. Teresa Eliasson, Selected Member
7. Gianni Lorello, Selected Member
8. Miriam Mottiar, Selected Member
9. Michael Wong, Selected Resident
10. Dianne McIntyre, CAS EA, Recorder

NOTE: Additional members may be recommended at the discretion of the Chair

General Guidelines

- The Committee will be appointed by the President on behalf of the Board of Directors, and will report to the Board of Directors through the Executive Committee;
- Committee members will be appointed by the President after recommendation from the Chair;
- As the Committee is project focused and likely time limited, members have no term expiration.

Roles and Responsibilities

The Committee will:

- Investigate CAS & ACUDA status regarding types of diversity, equity & inclusion;
- Collect data to evaluate and investigate CAS & ACUDA status regarding diversity, equity & inclusion;
- Based on findings, develop appropriate goals, programs and initiatives to address any shortcomings or determined gaps;
- Develop and implement an effective and detailed workplan;
- Provide DE&I education, information and expectations to CAS members, ACUDA volunteers, staff and associates;
- Track progress and evaluate the effectiveness of the initiatives undertaken;
- Revise programs and initiatives where necessary to achieve desired results;
- Make recommendations to the Executive Committee and the Board on required actions.

Administrative Requirements

- Meetings will be called by the Chair as deemed necessary, and may be requested by any Committee member;
- Ensure record-keeping of work achieved, including minutes of all meetings and decisions;
- Circulate minutes of meetings and other relevant information to all members of the Committee;
- Respect confidentiality rules, where sensitive information is discussed.

Appendix A

In undertaking the work of the DE&I Committee, the following questions may be helpful:

- What types of diversity will be assessed?
- In assessing gender diversity:
 - What are the current numbers of women and men practising anesthesiology in Canada?
 - What are the numbers of female and male members of CAS?
 - In the last five years, what are the numbers of females and males in:
 - Executive positions
 - Committee Chairs and members
 - Section leads
 - Annual Meeting speakers, panellists, and moderators
 - Honour Award recipients
- Are there actual or perceived systemic barriers to achieving equity?
- Are there recommendations to overcome such barriers?