

Terms of Reference

WCCSC READI Committee

(Reconciliation, Equity, Accessibility, Diversity and Inclusion)

Members: Jan Downing (lead), Deb Higgins, Heather O'Mara

Other members may be added at the discretion of committee.

Goals:

To develop a guiding document and recommended action plan for review and approval by the Board of Directors to support the club manager and operations manager in increasing WCCSC capacity to reach the following goals:

- **Reconciliation** - Guided by the fundamental decolonizing principle of “land back”, cede control, recognize Indigenous land stewardship and sovereignty, and strive to build just relations with the Kwanlin Dun First Nation and Ta'an Kwach'an Council, as well as other Yukon First Nations.
- **Equity and Accessibility** – Identify and remove barriers so that all people are treated fairly and with dignity and can access club facilities and participate in club activities and cross country skiing in general.
- **Diversity** – Increase access and participation by underrepresented groups within the WCCSC. Invite and share power with a team of
- stakeholders/individuals representing a variety of perspectives, experiences, abilities and backgrounds.
- **Inclusion** – Establish a safe and respectful culture that genuinely welcomes, values and fosters a sense of belonging for all people and groups at the WCCSC. Work to ensure the WCCSC is representative of the broader community.

Advancing these goals will require honest, ongoing self-assessment and this work may not always be comfortable. This work will also necessitate education of all stakeholders: staff, board members, volunteers, and club members.

Process

- The work of this committee is very broad in scope. A READI guiding document

and action plan that encompasses both short- term and long-term actions. The short term action plan will be developed by the committee for board review and approval by January 2023 and the long-term plan by fall of 2023.

- Some actions may need external help to carry out the work. Some of the actions identified in the plans may be used as a basis for a Request for Proposals to hire appropriate consultant(s) to carry out the action items that cannot be carried out by staff or board members
- The committee expects that a final READI long-term action plan will be completed and ready for the board's review and approval by fall of 2023.
- The committee may, with the board's approval, undertake specific actions in direct support and under the direction of the club manager and operations manager.

Deliverables

- READI guiding document
- READI short-term and long-term action plan
- Communication plan to members and the general public
- Expected budget

Scope / Jurisdiction

The committee may undertake research, contact outside organizations or resources, meet with club managers and other staff to seek their views, recruit new committee members or advisors, prepare written recommendations for the board, seek expressions of interest from service providers and seek proposals for contractual services.

The committee may not assign tasks or direct managers or staff, make commitments in respect of contracts for goods or services or communicate publicly about its activities and recommendations without the Board's prior approval.

Resources and Budget

- Throughout the development phase of the READI guiding document and action plan the committee will liaise with the staff as required.
- No financial resources have been assigned to the committee. If the committee needs resources to advance its work, it will seek approval from the Board for a defined amount of money, based on a costed proposal. Some projects in the

READI action plan may require external consulting resources to assist in carrying them out.

- During the development of the READI guiding document and action plans, the committee will update the Board at monthly Board meetings.

Governance

- To the extent possible, the committee will operate by consensus. If consensus cannot be reached, the committee will make decisions by simple majority vote. In the event of a tie vote, the matter will be referred to the Board for decision.
- All members of the committee have an equal voice. The committee lead's role is to call and chair meetings, ensure the committee's work is proceeding in a timely manner and serve as the main liaison with the Board.

Additional Notes

- The committee will meet in person or by phone or Zoom. E-mail will be used to coordinate meetings and share information. Substantive discussion leading to decisions should occur only at meetings.
- The committee will store all information in the RIDEA folder on the WCCSC's Google Drive.
- The Committee will report back to the Board at monthly meetings. This can be done orally or in writing. The Committee's final report will be made in writing.
- The Committee will meet at least monthly and will endeavour to provide a draft guiding document and action plan to the Board by January 2023 and by fall 2023.