

Terms of Reference
Public Policy and Social Justice Committee
Action Dignity Society (“ActionDignity”)

Purpose of the Public Policy and Social Justice Committee:

- To build the capacity of ActionDignity and relevant community members for informed policy input on issues affecting ethno-cultural communities;
- To undertake, participate and disseminate collaborative research on issues relevant to ActionDignity’s mandate including, but not limited to: systemic and institutional discrimination; equitable access to systems, services, and resources; and immigration issues affecting equitable rights and participation;
- To build the capacity of ActionDignity’s constituent ethno-cultural communities to mobilize for programs and policy outcomes relevant to ActionDignity’s mandate including, but not limited to: systemic and institutional discrimination; equitable access to systems, services, and resources; and immigration issues affecting equitable rights and participation;
- To support ActionDignity’s policy influencing and advocacy efforts through stakeholder engagements and government relations activities

Roles and Responsibilities may include the following:

- To propose to the Board involvement in research and program initiatives that are relevant to ActionDignity’s mandate;
- To support (lead) gaps, trends analysis and opportunities (in analysing the gaps, trends, and opportunities) in systems and systems change efforts as identified by the Organization;
- To support (identify, prioritize and oversee research and) policy development and implementation efforts of ActionDignity;
- To submit to the Board research reports and policy recommendations for approval;
- To provide advice on a communication plan regarding research and policy for ActionDignity;
- To ensure social policy dialogue and development activities (SPDDA) are consistent with and support ActionDignity’s charitable purposes, adhere to Canada Revenue Agency’s Income Tax Act and are non-partisan (that research meets ethical standards.)

Membership requirements:

- Support the mission, vision, objectives and activities of ActionDignity and the Committee;
- Abide by relevant ActionDignity bylaws;



- Have the necessary knowledge of ActionDignity programs and services and expertise and ability to speak in public;
- Report back to the Committee Chair on any engagement activity they were involved in on behalf of ActionDignity;
- Attend meetings regularly and come prepared to actively participate;
- Commit on an as needed and consensus basis and for at least 10 hours per year.

Composition:

- The Committee Chair, who is a Board member, shall be appointed by the Board. Committee members shall be comprised of Council members and external members appointed by the Board. The Committee shall include the Chair of the Board (ex-officio) and the Executive Director or a delegated senior staff (non-voting ex-officio).

Quorum/Decision-Making:

- If a quorum is needed, it shall be composed of 50% of committee members and the Committee Chair.
- The committee strives for consensus in its decision-making process.

Conflict of Interest Policy

- This task force adheres to the governance policies of ActionDignity.

Accountability:

- The Committee Chair shall report to the Board as required.

Term of Team Membership:

- The term of team membership will be for one year.

Frequency of Meetings:

- The task force will meet approximately once every six weeks or at the discretion of the Committee Chair.
- Meetings may be held by conference call as well as on a face-to-face basis.

