

**Terms of Reference
Innovation and Collaborative Actions
Action Dignity Society (“ActionDignity”)**

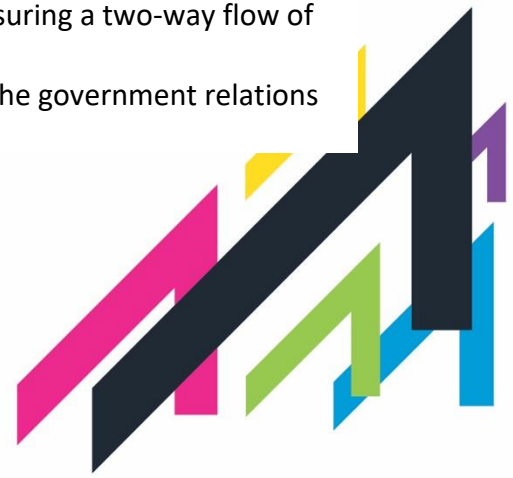
Purpose of the Innovation and Collaborative Actions Committee:

- To support the building of capacity of the Organization and relevant community members for informed human-centered design on issues affecting ethno-cultural communities;
- Through innovation and meaningful collaborative engagement, we can foster community building and collective action;
- To undertake or participate in human-centered design thinking on issues relevant to Action Dignity’s mandate;
- To provide strategic direction for sustained, meaningful, and purposeful engagement of Action Dignity members, racialized communities, and the community at large, which will help to encourage increased participation in collective action on issues that impact racialized communities.

Roles and Responsibilities

The committee members act as subject matter experts who contribute to the human-centred design and implementation of activities in support of the priorities of Action Dignity and who support community engagement and outreach. The committee members will:

- Be motivated to carry out projects and contribute new and creative ideas;
- Work on a multi-disciplinary team to leverage knowledge;
- Identify relevant stakeholders required to support the implementation of the strategic plan;
- To ensure ongoing coordination and consultation with stakeholders to generate input regarding issues that impact them;
- To (propose) recommend to the Board a deep understanding of community challenges that impact ethnocultural communities, and curate a portfolio of collective action ideas which will create lasting impact;
- Lead in conducting an analysis of the gaps, trends, and opportunities for human-centered design opportunities;
- Be updated on progress on strategic plan implementation updates by the ED to the Board and committee;
- Communicate the work of Action Dignity to their networks and loop information from their respective networks back to Action Dignity, ensuring a two-way flow of information;
- Support the committee in developing and implementing the government relations strategy;



- Prepare for each committee meeting by reviewing and completing any tasks that are identified for completion.
- To identify, prioritize, and oversee human-centered design development and implementation.
- To submit to the Board research findings on human-centered design issues affecting ethno-cultural communities and corresponding recommendations for approval.
- To provide advice on a communication plan regarding innovation and human-centered design for Action Dignity.
- To ensure that innovation and human-centered design meet ethical standards and align with Action Dignity's mission and values.

Membership requirements:

- Support the mission, vision, objectives, and activities of Action Dignity and the Standing Committee;
- Have the necessary knowledge of Action Dignity programs, services and expertise on human-centered design thinking and ability to speak in public;
- Operate with transparency, objectiveness, and pragmatism;
- Remain accountable to each other, to the funders, to respective organizations and their mandates, and to the communities and individuals at the core of Action Dignity's vision;
- Commit to being open, curious, and dedicated to learning in all discussions.
- Attend meetings regularly and come prepared to actively participate;
- Respect each other's diversity and autonomy and maintain an environment of trust, equality, and reciprocity; and,
- Foster a collaborative process to achieve the best-coordinated outcomes;
- Report back to the Committee Chair on any engagement activity they were involved in on behalf of Action Dignity;
- Commit on time as needed. The committee will set meetings as needed to complete the work pertaining to their outcome area. At a minimum, the committee will meet. The committee will set its proposed annual meeting schedule at the first meeting.

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 the committee members and the Committee Chair. A member of the committee shall be deemed to be present at a



meeting if they participate online or by telephone and all present members are able to hear each other. The committee strives for consensus in its decision-making process. Where consensus cannot be reached, a majority vote (50% +1) of group members present will be required.

Conflict of Interest Policy:

This task force adheres to the governance policies of Action Dignity. Members of Innovation and Collaborative Actions Committee are obligated to act in the best interests of all stakeholders and not represent personal or business interests, or those of an immediate relative, when developing recommendations or representing the Action Dignity committee. Members will not engage in any behavior or conduct that may be seen or perceived to be in conflict with the spirit and intent of Action Dignity. Innovation and Collaborative Actions members shall declare any actual or perceived conflict of interest and shall identify and excuse themselves from deliberations and voting related to any matter that gives rise to a conflict of interest. In the event that there is a failure to comply with conflict-of-interest guidelines, Action Dignity Board or the Executive Director (ED) will address the issue with the members and recommend a suitable course of action.

Accountability:

The Committee Chair shall report to the Board as required. Agendas are developed by the Innovation and Collaborative Actions Committee Chair and forwarded to each of the members in advance of meetings.

A rotating scribe is responsible for ensuring minutes are taken at each meeting and for sending the meeting minutes to the Innovation and Collaborative Actions Committee Chair within one week of each meeting. All Action Team meeting minutes are submitted to Action Dignity in compliance with organizational memory requirements.

Term of Team Membership:

Action Dignity’s Board will work with the committee to identify organizational representatives to invite to the task force in addition to a public call for members. Stakeholders or sectors identified as critical for success who have not yet joined the committee will be invited to join by the Board or the Executive Director (ED). Vacancies may be filled as they arise through the same process.

Task force members shall be assigned to the Innovation and Collaborative Actions Committee by the Board or by the Executive Director (ED) for term of one year. Task force membership renewal is automatic and may be revoked at any time by the Board or the Executive Director (ED). Members will be asked to serve for a minimum of one year, subject to review after one year of operation.



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.

Duration:

The Terms of Reference will be reviewed annually by Action Dignity Board Members and the committee chairs. This Terms of Reference is a dynamic document subject to change as determined by Action Dignity.

