



## **EQUITY AND INCLUSION SUBCOMMITTEE**

### E+I Subcommittee Terms of Reference

#### **1. PURPOSE**

The AMS is committed to the development of intersectional, diverse and inclusive practices. The Equity and Inclusion Subcommittee (hereafter referred to as the “E+I Subcommittee”) is responsible for ensuring that the AMS is held accountable and is proactive with maintaining and achieving the goals in the AMS Equity Plan. To ensure success, the E+I Subcommittee shall welcome voices from various equitable communities and key members within the UBC community.

#### **2. MEMBERSHIP**

The E+I Subcommittee shall be comprised of:

- A. The Equity and Inclusion Lead, who shall be the Chair
- B. One (1) Executive appointed by the Executive Committee, who shall be the Vice-Chair;
- C. Three (3) non-Executive Council members;
- D. Two (2) students at-large;
- E. Two (2) representatives appointed by the AMS Resource Groups;
- F. Two (2) representatives appointed by the Equity and Inclusion Lead from HPS marginalized student groups;
- G. The Equity and Inclusion Coordinator, who shall be non-voting;
- H. The AMS Human Resources Manager, who shall be non-voting; and
- I. One (1) representative from UBC’s Equity and Inclusion Office, who shall be non-voting.

#### **3. ROLES AND RESPONSIBILITIES**

The E+I Subcommittee shall:

- A. Provide guidance and oversight to the development and progress of the AMS’s Equity Plan;
- B. Provide feedback on and assist in the development of annual goals relating to the AMS Equity Plan.

- C. Provide and recommend updates and improvements on to the AMS's Equity Plan;
- D. Determine the operational functionalities and actions necessary to reach the long-term goals, short-term goals, and action items outlined in the Equity Plan.
- E. Make recommendations to certain portfolios and departments of the AMS, with the approval of the Executive Committee, to take actions items relating to Equity + Inclusion; and
- F. Disseminate information and content from the Equity and Inclusion Subcommittee's meetings to representative bodies and other key members represented and discussed.

#### **4. PROCEDURES**

The procedures regarding the E+I Subcommittee's meetings are the following:

- A. The E+I Subcommittee shall meet at least once a month;
- B. The E+I Subcommittee shall discuss and approve annual goals for the AMS Equity Plan no later than June 30th, and submit them to the Executive Committee for approval.
- C. The E+I Subcommittee shall review the progress made on the AMS Equity Plan annual goals throughout the year, and approve a final report to AMS Council no later than April of each year.
- D. The E+I Subcommittee may submit motions to the Executive Committee for approval which may then be forwarded on to AMS Council for approval or for information.