



TERMS OF REFERENCE

Terms of Reference: Cultural Competency Committee

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1 PURPOSE

To be the very best, we will remain curious and continue to champion cultural competence, anti-oppression and anti-racism practices by taking positive action every day. The purpose of the Cultural Competency Committee is to oversee the development and implementation of policies and practices to meet this strategic goal.

2 ACCOUNTABILITY

The Cultural Competency Committee reports to the Board of Directors through the CEO and Board members serving on the Committee.

3 RESPONSIBILITIES

- 3.1 Champion cultural competency at CMHA.
- 3.2 Develop and oversee a draft Cultural Competence Scorecard for the agency for Board approval.
- 3.3 Evaluate and review progress on the Scorecard on a tri-annual basis.
- 3.4 Support the development of an internal and external Communications and Engagement Strategy.
- 3.5 Recommend improvement to service delivery to reflect the diversity in our area.
- 3.6 Provide input into the policies and practices at CMHA to ensure they support the anti-oppression and anti-racism framework for the agency.
- 3.7 Drive accountability for implementation of agency Diversity & Inclusion Plans.
- 3.8 Shape a framework for community outreach.
- 3.9 Organize cross-cultural awareness events to support the cultural goals of the agency.
- 3.10 Recommend training and service offerings.

4 OPERATIONS

4.1 Membership

4.1.1 Membership will include:

- two CMHA Board members (minimum)
- CEO
- eight staff from the Leadership Team, front-line, and administration
- Client/Family Advisor
- other stakeholders as required.

4.1.2 Continuity of membership is key. Therefore, members are asked to make a commitment of one full fiscal year (April 1 – March 31). A staff member can sit for only a maximum of three consecutive terms.

4.2 Committee Meetings

4.2.1 Meetings will be co-chaired by a Board member and another Committee member.

4.2.2 Decisions will be made by consensus. Consensus is defined by the following parameters:

- Have members had the opportunity to discuss the issue?
- Do members understand the decision to be made?
- Can members live with the decision?
- Can members defend the decision?
- Are members committed to moving the decision into action?

4.2.3 Meetings will be held a minimum of every four months (tri-annual), during regular business hours.

4.2.4 50% of the membership must be in attendance at meetings in order to proceed with the meeting.

4.2.5 Written minutes of the meeting will be circulated to members electronically.