

**Edmonton Folk Music Festival Society
Diversity and Inclusion Advisory Committee
Terms of Reference**

Purpose:

The EFMFS seeks to promote diversity among: its membership; the Board of Directors; and Edmonton Folk Music Festival (EFMF) staff, volunteers and patrons, by establishing and maintaining inclusive policies and practices. To that end, the *Diversity and Inclusion Advisory Committee* will make recommendations to the Board of Directors for the adoption of policies and practices intended to foster a diverse and inclusive culture within the EFMFS and broader EFMF community.

The Board of Directors recognizes that achieving greater diversity through inclusive policies and practices is a process of continual improvement. For this reason, the EFMFS is committed to facilitating ongoing dialogue around diversity and inclusion with its membership and the broader Festival community.

Specific Objectives:

Community Engagement and Outreach

- Be intentional about inviting and including key community members in the discussions and decision-making processes of the committee.
- Reach out to and build relationships with representative organizations in the Edmonton community.
- Take time to listen to the experiences and opinions of various community members representing diverse backgrounds.

Develop an Understanding of specific diversity and inclusion issues

- Collect and analyze demographic data for patrons and volunteers to better understand what the Folk Fest community looks like and how we currently serve it.
- Determine which groups are underrepresented so that we can better target recruitment and mentorship efforts.
- Research ways to create more inclusive volunteer atmospheres.

Diversity, Inclusion, and Accessibility of the Festival Grounds

- Examine accessibility for families.
- Examine accessibility for people with disabilities.
- Explore opportunities for greater inclusion of underrepresented communities in the festival.
- Examine policies on policing at the festival.

Diversity and Inclusion Practices in Volunteer Community

- Review the Code of Conduct and policies for reporting volunteer concerns.
- Develop a non-discrimination policy for volunteers.
- Expand diversity and inclusion practices and education for staff and volunteers.

Diversity and Inclusion Education for Volunteers and Patrons

- Provide opportunities for diversity and cultural sensitivity education for volunteers.
- Increase the presence of indigenous teachings.

Develop programs to improve diversity and inclusion for the Board of Directors

- Look at targeted mentorship programs for groups that are historically underrepresented on the Folk Fest Board of Directors.

Key Duties and Responsibilities:

- Committee Members will:
 - make recommendations to the Board of Directors for the adoption of policies and practices that will foster an inclusive culture within the EFMFS and broader Festival community; and

- evaluate and report on:
 - diversity among the EFMFS membership, the board of directors, EFMF staff, and volunteers,
 - recognized best practices of potential interest to the membership; and
 - effectiveness of inclusive policies and practices adopted by the EFMFS.
- Board of Directors will support the work of the committee through:
 - timely and objective consideration of recommendations and rendering of a decision.
 - active promotion of adopted policies and practices; and
 - an open invitation to request to present at Board meetings.
- EFMF Staff support the work of the committee through:
 - timely access to relevant information where appropriate; and
 - implementation and active promotion of inclusive policies and practices.

Composition and Appointments:

Consisting of:

- Minimum of one (1) to a maximum of three (3) Board Members, who will be appointed at the Board's discretion, one of whom will act as the *Board of Directors Liaison*.
- Total composition of the DAIAC will be three (3) Board Members and seven (7) independent society members, not exceeding ten (10) members total.
 - The Chair will be appointed from among the independent society members.
 - The Secretary will be appointed as the Committee sees fit.
- The *Board of Directors Liaison* shall have no vote during committee decisions, unless to break a tie.
- Independent society members shall serve a two (2) year term, thus allowing for continuity. The Committee chooses these members and they serve at the pleasure of the Chair.
- Additional society members and community members are invited to attend committee meetings, join discussions, and/or volunteer to assist the DAIAC with events.

Meetings:

Minimum of two (2) meetings per year, with the support of recurrent electronic mail communications.

Meeting Absences:

Failure by a Committee Member to attend two (2) or more consecutive meetings without notice/reasonable justification will result in termination of that individual's membership on the Committee.

Quorum:

Quorum for Committee meetings will be the number constituting a majority of the Committee membership (e.g.: if there are ten (10) DAIAC members, quorum will be six (6)).

Resources:

No financial resources are requested at this time. Staff support may be requested as needed through the Board Liaison, and granted at the discretion of the Executive Producer of the EFMF.

Committee Evaluation:

- Before the AGM, the Committee will evaluate its performance and report to the Board. ●
- The Committee Chair will be invited to present a report to the EFMFS at the 2021 AGM.

Target Dates:

- The Committee reports its activities at the Annual General Meeting including making future recommendations.
- The Committee provides a written report to the Board after each meeting.
- The Committee reviews its Terms of Reference annually prior to the AGM, or more frequently at their

discretion.

Approval and Review Dates:

Approved: July 7, 2020

Reviewed: October 8, 2020

Revised: November 12, 2020

Reviewed: November 2022

Revised: February 24, 2023

Approved: March 10, 2023