



CANADIAN ANESTHESIOLOGISTS' SOCIETY Société canadienne des anesthésiologistes

EQUITY, DIVERSITY & INCLUSION (EDI) COMMITTEE

Terms of Reference

Purpose

The **Equity, Diversity & Inclusion (EDI) Committee** was established to assess organizational inclusiveness, to ensure that any systemic biases or barriers are addressed and removed, and to report all findings to CAS & ACUDA leadership. The committee will work to embed a commitment to diversity, equity and inclusion in every aspect of the organizations. CAS and ACUDA value and embrace equity and inclusion and consider it fundamental to success.

We recognize that historical, structural, cultural, political, and persistent inequities and barriers to equitable participation exist and are well documented in society; the individual, interpersonal, and systemic biases contribute to the marginalization of designated groups.

The purpose of this committee may change over time, and except where restricted by Bylaw and with Board approval, all committees are encouraged to expand their activities and to accept new responsibilities.

Committee Composition

CAS Committee members will report to the Board of Directors through the Executive Committee and will be appointed by the President after recommendations from the Chair. The EDI Committee will have a total of 10 members, appointed for a 3-year term, subject to annual review. Members may be asked by the Chair to serve up to three additional 1-year terms. All committee members must model, promote, and comply with the principles expressed in the CAS Statement on Diversity and Inclusion (Appendix I), and will respect confidentiality rules when sensitive information is discussed.

- As much as possible, committee membership will reflect the bilingual nature of the society and the four regions of Canada (Western, Ontario, Quebec and Atlantic).
- A Resident member will be appointed to the committee.
- A member of the CAS Executive Committee will be a liaison to the committee, or the Executive Committee may appoint the CAS Executive Director as their designate.
- The CAS Executive Director or designate will be represented on each committee.
- A CAS staff resource person will be assigned to each committee to work with the Chair in the preparation of meeting agendas, and to record and create meeting minutes.

To strengthen the relationship and encourage collaboration between CAS Committees with related focus and missions, committees can invite representatives of other committees to join their group. The Chair or designate of an invited committee will be full members of the inviting committee for as long as they hold their original position and are expected to attend committee meetings and be involved in



CANADIAN ANESTHESIOLOGISTS' SOCIETY Société canadienne des anesthésiologistes

committee business. When in attendance at the meetings, they will have the ability to vote on all Committee matters. However, should an invited Chair or designate be temporarily unable to engage with the committee, they will be considered non-voting members so as not to affect the committee's activity. The EDI Committee has no invited members at present.

Committee Chair

The Committee Chair will be selected and appointed by the committee membership and confirmed by the CAS President. Meetings will be scheduled on a regular basis by the Chair, or if requested by any Committee member, to ensure that the work of the committee is being achieved. The Chair will prepare reports highlighting the activities of the committee at least twice per year in anticipation for the CAS Board meetings held in June and November. The Chair or designate may be requested to attend meetings of the Board to bring forward any business requiring discussion or approval. Travel costs will be paid for attendance.

The Chair or designate may be invited to join a different CAS Committee, attend that committee's meetings, and be involved in activities related to quality and patient safety. Should they accept the invitation, they will become full members of that committee until further notice. They must inform the inviting committee as soon as possible if they become unable to participate.

Budget

It is understood that the CAS is extremely limited in funding available to committees. Any significant budget request will be evaluated by the CAS Executive Committee. A decision will be based upon how the proposed project supports or impacts the Board ratified strategic plan, if the funds can be found within the annual budget, and what organizational project may be impacted by this allocation. Budget requests must be submitted in August each year and must include all committee expenses such as teleconferences, etc.

The EDI Committee will:

- Investigate CAS & ACUDA status regarding dimensions of diversity, equity & inclusion;
- Collect data to evaluate and investigate CAS & ACUDA status regarding diversity, equity & inclusion;
- Based on findings, develop appropriate goals, programs, and initiatives and revise existing processes with an equity lens to address any shortcomings or determined gaps;
- Develop and implement an effective and detailed workplan;
- Provide EDI education, information, and expectations to CAS members, ACUDA volunteers, staff, and associates;
- Track progress and evaluate the effectiveness of the initiatives undertaken; • Revise programs and initiatives where necessary to achieve desired results;
- Make recommendations to the Executive Committee and the Board on required actions.
- Provide representation to the CAS' Awards Committee, CAS Annual Meeting Committee and Research Committee



CANADIAN ANESTHESIOLOGISTS' SOCIETY
Société canadienne des anesthésiologistes

CAS Administrative Support

The CAS Executive Director will assign a CAS staff team member to provide limited administrative support to the committee including:

- Record-keeping of work achieved, including minutes and decisions of all meetings;
- Circulation minutes of meetings and other relevant information to all members of the Committee;
- Communication liaison between the committee and the office when required.



Appendix A

In undertaking the work of the EDI Committee, the following questions may be helpful:

- How does the CAS conceptualize and how will the CAS operationalize equity, diversity, and inclusion?
- What dimensions of diversity will be assessed?
- In assessing gender diversity:
 - Currently, what is the gender distribution of people practicing anesthesiology in Canada?
 - What is the gender distribution of members of CAS?
 - In the last five years, what is the gender distribution in:
 - Executive positions o Committee Chairs and members
 - Section leads
 - Annual Meeting speakers, panellists, and moderators o Honour Award recipients
- What are the actual or perceived systemic barriers to achieving equity?
- What are the recommendations to overcome such barriers?
- How might we evaluate “success” in diversity, equity and inclusion initiatives going forward?



CANADIAN ANESTHESIOLOGISTS' SOCIETY Société canadienne des anesthésiologistes

Appendix I

CAS and ACUDA Joint Statement on Diversity and Inclusion

The Canadian Anesthesiologists' Society (CAS) and the Association of Canadian University Departments of Anesthesia (ACUDA) recognizes and values diversity in our members and staff, our learners, our patients, and the society in which we work. Diversity as a source of strength can only be fully realized through equitable and inclusive involvement of all.

Diversity has many aspects including sex and gender identity; sexual orientation; race, colour, ethnicity, or national origin; marital or family status; age; religion; culture; ability, both mental and physical; and socioeconomic status.

We hold that every person has the right to be accepted and treated with respect and dignity.

The CAS and ACUDA will:

- Promote acceptance and inclusion of all individuals through equitable opportunity for participation and leadership, especially those from groups that have historically experienced employment and workplace discrimination: women, visible and non-visible minorities, and those identifying as LGBTQ2S+. The CAS and ACUDA will pursue programs and policies to improve participation of underrepresented and marginalized groups.
- Encourage all anesthesiologists to build working environments based on respect and free of discrimination and harassment. An atmosphere of collegiality, dignity, and respect will apply in all CAS and ACUDA activities.
- Seek to reflect the diversity of Canada and in our leadership and committees.
- Provide CAS and ACUDA member services equitably to our diverse membership.
- Work to promote equitable access to anesthesia care in Canada.

The CAS expects that all Board and committee members, staff, members, and volunteers will model, promote, and comply with these principles.

ACUDA expects that all its members will model, promote, and comply with these principles and will ensure there is sufficient education provided in anesthesia residency training programs on the principles of diversity and inclusion in professional practice.

**Approved
June 25, 2019**