

Terms of Reference

EDI Advisory Panel Chair

This document is to be read alongside the Terms of Reference for the Equality, Diversity and Inclusion Advisory Panel.

1. Duties

- To proactively identify EDI related matters relevant to the Society's activities, strategy, and professional team.
- To provide proactive, and reactive, guidance to the Council of Trustees and all its sub-committees on matters related to EDI and tackling potential discrimination and bias.
- To champion the inclusion of consideration of EDI related matters at the design/initiation stage of all Society activities.
- To work in collaboration with both the Nominations Panel and the Audit Committee in ensuring that the balance of skills and EDI consideration amongst the Trustees, and in other key Society governance positions, is appropriate.
- To provide guidance on the requirement for upskilling/training of existing committee bodies and/or members on matters related to EDI.

2. Required skills and experience

The Chair will have considerable knowledge of Equality, Diversity, and Inclusion and demonstrable experience of the sector. Demonstrable experience in leadership, and willingness to advocate for the Society, are essential.

3. Meetings

I. Equality, Diversity and Inclusion Advisory Panel

The Chair will Chair all meetings of the EDI Advisory Panel. The EDI AP meets on average 3 times a year, but will meet more frequently in 2021. The Chair may also convene a meeting of the EDI Advisory Panel upon his/her own authority, or if requested to do so by the Council of Trustees/Executive Management Committee.

Terms of Reference of the EDI Advisory Panel can be found in **Appendix I**.

II. Nominations Panel

The Chair will attend meetings of the Society's Nominations Panel, which take place on average 2 to 4 times a year. They will have specific remit for ensuring matters of equality, diversity and inclusion are incorporated into all related discussions.

III. Annual General Meetings and Extraordinary General Meetings

The EDI Advisory Panel Chair will attend the Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM) that may be convened.

4. Term of Office

The Chair will have a three (3) year term of office, not including handover activity undertaken before formally taking on the role.

When elected the incoming EDI Advisory Panel Chair will shadow the previous postholder for 6 months or more to ensure sufficient handover.

5. Ownership of Terms of Reference

These Terms of Reference are owned by the Council of Trustees.

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