



## **TORONTO COMMERCIAL REAL ESTATE WOMEN**

### **Inclusion Diversity Equity Allyship (IDEA) Committee Mandate**

---

#### **Role and Responsibilities**

The IDEA Committee (the "IDEA") is a committee whose purpose is to coordinate, plan, and execute a multi-layered strategy to eliminate racism and gender disparities, promote equity for all and cultivate an inclusive culture.

IDEA will be championing the following initiatives:

- Integrating IDEA in Toronto CREW's structure and culture by establishing liaisons in multiple committees that will infuse a Diversity, Equity, and Inclusion (DEI) perspective into their directives and initiatives.
- Educating membership by offering resources and workshops to:
  - Foster inclusion, diversity, equity and allyship building.
  - Address Black, Indigenous, People of Colour (BIPOC) and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Two Spirit (LGBTQ2SA) issues.
- Promote BIPOC and LGBTQ2SA profiles within the Commercial Real Estate (CRE) industry and build allyship with other CRE related professional associations.
- Inspire youth to pursue CRE careers to build a diverse source of next generation talent:
  - By establishing a new scholarship and/or bursaries program for elementary and high school students.
  - Through a social media campaign that raises awareness about CRE careers and promotes BIPOC and LGBTQ2SA profiles within the CRE industry.
- Leading the Canadian CRE industry in providing IDEA content, tools, and resources.

#### **Reporting**

The Committee will report to the Board of Directors (the "Board") of the Toronto Commercial Real Estate Women (the "Corporation"). The Board liaison will be the President. A monthly written update is to be provided for Board review and quarterly updates provided at the leadership meetings.

#### **Composition of Committee**

IDEA shall be comprised of a Chair and a Vice Chair. The Chair/Vice Chair should actively encourage and recruit new Committee members. There is no limit on the number of committee members. A larger committee is beneficial so that sub-committees can help co-ordinate and plan separate events. Continuity and new ideas are equally important. The composition and size of the committee can be determined by the Chair(s)/Vice Chair(s).

IDEA will be broken down into subcommittees led by committee members with each subcommittee will have within its composition:

- 1) An IDEA Liaison that is linked to the correlated Toronto CREW Committee.
- 2) A member of the Committee leadership.

The subcommittees have distinct mandates to develop specific initiatives and report back to IDEA for feedback. Once the initiative or mandate is approved by IDEA, it is presented to the Board for approval.

IDEA shall have liaisons within the Programs Committee, Scholarships Committee, Community Outreach Committee and Marketing and Communications Committee and other Toronto CREW committees, as necessary.

### **Logistics/Communication**

- Create and keep the Committee team organized and focused.
- Set meeting dates, agendas, and update committee as required.
- Distribute meeting agendas/minutes of meetings to committee.
- Coordinate updates/newsflashes for the Toronto CREW weekly emails and website.
- Report to the Board on Committee activities/updates as required.
- Determine activities and create "To do" lists as required.

### **Mandate**

The Chair/Vice Chair should read and be familiar with the CREW Network DEI Taskforce toolkits and resources.

### **Planning**

- Develop program ideas/speakers.
- Maintain an "idea bank" for future programming.
- Confirm programs calendar for 12-14 months.
- Provide written drafts to the Marketing and Communications Committee for invitations to ensure content of the message align with the image of Toronto CREW for email, web and/or printed distribution and provide to Toronto CREW Administrator.
- Provide written drafts to the Marketing and Communications Committee for programs. publicity to ensure the content message aligns with the image of Toronto CREW.
- Marketing and Communications Committee – re e-blasts, invites, publicity, website, signage, etc. All material to be submitted in final draft format per applicable timelines.
- Confirm and book venues, speakers/entertainment and caterers as required.
- Coordinate and contract audio video requirements for events as required.

### **Creation and maintenance of budget**

- Budget for events and get approvals from the Board for events creation and maintenance of budget.
- Establish the revenues and expenses budget.
- Obtain budget approval from the Board.
- Monitor and maintain the Budget.
- Work closely with Toronto CREW Administrator to monitor registration and update budget as required.
- Work closely with Board Liaison to adjust budget throughout year, as required.
- Approve all invoices, request payment through Toronto CREW.

**Key Programs**

- Annual DEI event – a signature event offering in February/March.
- Multi-session educational workshops in partnership with Professional Development committee:
  - Topics that address and discuss BIPOC and LGBTQ2SA issues.
  - Topics that foster inclusion, diversity, equity and building allyship.
  - Event programming with other CRE professional associations - REALPAC, NAIOP, BOMI, ULI etc.
  - Elevating the BIPOC and LGBTQ2SA profiles of professional social media campaign.

**Authority Level**

The Committee has full authority to book venues, speakers, and topics once approved by the Board. All Contracts for venues, etc. should be signed by Board signing authorities. Preliminary ideas/plans are to be presented by the Board Liaison at Board meetings to ensure programming is in line with organizational objectives.