



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 discrimination for all equity-deserving communities, advocate equality for all and cultivate an inclusive culture within our membership.

IDEA will be championing the following initiatives:

- Integrating IDEA in Toronto CREW's structure and culture by establishing liaisons in multiple committees that will promote diversity, equity, and inclusion 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 (LGBTQ2+) issues.
- Promote BIPOC and LGBTQ2+ 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 high school students.
- Advance equity by sourcing and identifying charitable organizations that are BIPOC owned and/or led that support equity-deserving groups and allocates grants partially administered through an endowment fund established with the Toronto Foundation Also, the Committee looks for opportunities to support agencies through volunteer programs which allow Toronto CREW members to directly help communities in need.
- Leading the Canadian CRE industry in providing diversity, equity and inclusion 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 focused on:
 - Topics that address and discuss BIPOC and LGBTQ+ issues.
 - Topics that foster inclusion, diversity, equity and building allyship.
- Event programming with other CRE professional associations - REALPAC, NAIOP, BOMI, ULI etc.

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.

Glossary of Terms

As referenced by the [Canadian Centre for Diversity and Inclusion](#) document.

Advocacy

Speaking up on behalf of a group either as a group member or as someone outside of the group.

Ally/allyship

Rooted in the term “alliance”, and ally is an individual in a position of privilege or power who makes consistent efforts to understand, uplift, empower, and support equity deserving groups. An ally is not a member of the group, but seeks to stand in solidarity with an equity deserving group to end oppression, discrimination and/or prejudice.

Culture

Shared norms, values, and behaviours developed consciously and unconsciously within a group of people. Culture can be observed through language, traditions, food, religion, arts, and more.

Discrimination

Intentional or unintentional denial of equal treatment, civil liberties and opportunity to individuals or groups with respect to education, accommodation, health care, employment and access to services, goods and facilities. Can occur based on ancestry, place of origin, ethnic origin, citizenship, creed, record of offences, race, colour, nationality, sex, age, religion, gender identity, gender expression, political affiliation, marital or family status, and sexual orientation, physical, developmental, or mental disability.

Equality

Where everyone is treated the same regardless of individual diversity and needs.

Equity-seeking groups/equity-deserving groups

Groups of people who have been historically disadvantaged and underrepresented. These groups include but are not limited to the four designated groups in Canada – women, visible minorities, Aboriginal Peoples, and people with disabilities – and people in the LGBTQ2+ community/people with diverse gender identities and sexual orientations. Equity-seeking groups identify barriers and unequal access, and actively seek social justice and reparation.

Inclusion

Inclusion is creating a culture that embraces, respects, accepts, and values diversity. It is a mindful and equitable effort to meet individual needs so everyone feels valued, respected, and able to contribute to their fullest potential. Where diversity occurs naturally, creating the mix in the organization, inclusion is the choice that helps the mix work well together.

LGBTQ2+/LGBTQ2S+ and other acronyms

LGBTQ2+/LGBTQ2S+ is an acronym that stands for Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, and Two-Spirit.

91 A plus sign or asterisk added to any acronym indicates the inclusion of identities not explicitly included in the acronym. There are many acronyms that may be preferred by different individuals.

Racism

A systemic form of oppression based on the social construct of race.