

Terms of Reference

CIM Diversity & Inclusion Advisory Committee

Structure and Purpose

The Canadian Institute of Mining, Metallurgy & Petroleum (CIM) established a Diversity Advisory Committee (DAC) in early 2013 in response to industry requests for CIM to support various diversity initiatives. To our knowledge, it is the first National Association to create such a Committee. In May 2015 the Committee agreed that it should be renamed the CIM Diversity & Inclusion Advisory Committee (DIAC).

The purpose of the DIAC is to encourage diversity and inclusion within CIM, and the mining industry at large. Diversity encompasses all persons, regardless of age, gender, sex, race, creed, ethnicity, sexual orientation or physical abilities.

Goals and Objectives

The goals and objectives of the Committee include, but are not limited to the following:

- ✓ Provide guidance to CIM Executive and Council on all things related to Diversity & Inclusion.
- ✓ Align with CIM's Strategic Plan in terms of diversity & inclusion.
- ✓ Help CIM link the D&I message around the business case to the industry through its publications, electronic communications, and conference and outreach programs.
- ✓ Participate in all Council meetings (Chair or designate) to respond to Diversity & Inclusion issues and/or to bring attention to Council initiatives that might be counterproductive to the DIAC ToR.
- ✓ Participate in all CIM convention planning committees to:
 - ensure diversity is represented in the conference program;
 - identify potential risks with speaker/topic selections to ensure due care is taken with respect to sensitive topics;
 - advise on the appropriateness of proposed social programs.
- ✓ Encourage more diversity & inclusivity at the Executive level within the CIM organization, including staff, branches, societies, committees & Council (lead by example).

- ✓ Develop accountable action items to further the Diversity & Inclusion mandate.

Members and Composition

The Committee is comprised of CIM National Members in good standing who not only support but are prepared to get involved in fulfilling the mandate of the committee.

By invitation of the DIAC executive, the Committee will also include in-kind members from not-for-profit groups to avoid duplication of efforts and encourage sharing of information.

There shall be no fewer than five and no more than twelve committee members, including in-kind members.

As a minimum, at least one CIM staff member should sit on the Committee.

The Committee will also include the current Convention Chair, or appropriate designate.

The composition of the committee candidates will be assessed on the basis of their:

- ✓ Knowledge of existing and emerging issues and public policy initiatives related to Diversity and Inclusion.
- ✓ Understanding of DIAC's Purpose.
- ✓ Demonstrated willingness to be an active participant.
- ✓ Prior positive volunteer experience.

The Committee shall elect an executive which includes, as a minimum, a Chair and a Vice Chair. The Executive is appointed on the basis of the above criteria, and the ability to attend and guide meetings. Working groups may be established for special projects, as determined by the Committee.

From time to time the Committee may invite individuals with subject matter knowledge to participate and share their insights to the Committee, as deemed appropriate by the DIAC.

The Committee reports to CIM Council, and the ongoing existence of the DIAC is at the discretion of Council.

Term of Membership:

Committee membership is for a two year term and is renewable. Executive positions to be staggered to ensure continuity. It is recognized that the Convention committee member will change annually.

Meetings and Communications

DIAC will plan to meet three to four times a year, at the call of the Chair. Ideally these meetings will align with Council meetings, with at least one meeting being held during the Annual Convention.

Resources and Budget

Resources are limited to facilitating teleconferencing and meeting space, as appropriate, and the discretionary use of CIM National staff, based on their availability. Additional resources, in terms of travel expenses, special events (ie. Workshops), etc. are at the discretion of the Executive Director of CIM and/or Council. No expenses are to be incurred without prior approval from the Executive Director and/or Council.

Code of Conduct

All members of the committee will agree to abide by CIM's By-Laws, Governance Policies and Code of Conduct.

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