Terms of Reference - EDIA Working Group

Last updated: 9.3.2022 - for more details see the update log below.

Introduction
A Terms of reference document defines the purpose and structures of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal. Terms of reference show how the object in question will be **defined, developed, and verified.**

This document details the terms of reference for the organisation and delivery of the Equality, Diversity, Inclusion and Accessibility (EDIA) Working Group.

As a charity, the Society must fulfil its legal obligations in many areas including but not limited to: equality, diversity and inclusivity, financial regulation, working with volunteers, protecting reputation, liability insurance, cancellation insurance, GDPR.

Many of these legal obligations feature in the organisation of this working group and the Society Trustees must take responsibility for certain decisions and actions while at the same time formally delegating the organisation and delivery to the working group committee. Final responsibility in all matters lies with the Society.

Where the term "the Society" is used, this refers to the Board of Trustees (as the elected representatives of the organisation) unless specified otherwise.

Term
This Terms of Reference is effective from (*insert date trustees voted to hand delegated responsibility to WG chair*).

Working Group Aim

The EDIA working group is an extension of the EDIA subgroup, and supports the subgroup in fulfilling its aims and objectives.

These include:

- Actively driving continuous improvement in the diversity and inclusivity of the Society and the RSE community.
- Maintaining the codes of conduct for the Society and Society events.
- Ensuring that data is gathered to give a sound basis for trustee decision making, including data on various dimensions of diversity as well as the needs and priorities of the RSE community.
- Proactively getting involved in all activities to ensure that we meet our EDIA goals.
- Reporting on progress of how the Society has improved inclusivity and accessibility.
- Measuring the impact of specific initiatives and actions undertaken.
- Liaising with the EDI chair of the RSE conference.
- Ensuring accessibility of the SocRSE website, tools and processes.

Getting community members involved in this work ensures that we have input from a larger number of people with different backgrounds, experiences and ideas.

Working Group Name

The working group will be known as the Equality, Diversity, Inclusion and Accessibility (EDIA) Working Group.

Any change to this name and format must be agreed by the Society.

Reporting

The SocRSE EDIA lead will report about activities and progress of the EDIA subgroup as well as the EDIA working group in the monthly trustee board meetings.

Working Group members

The working group consists of the EDIA subgroup plus interested members of the RSE community. The existence of this group and possibility to join it will be advertised at the SocRSE AGM and RSECon, and the new working group will be formed with the start of a new trustee year and appointment of EDIA lead and team. New non-trustee members can join throughout the year as appropriate. The EDIA trustees will vote to approve new members. With the end of the trustee year, i.e., at the next AGM, the membership in the working group ends, but interested and motivated community members can re-join the group under the new EDIA lead.

Non-trustee working group members can express their interest in certain topics of the EDIA scope and the EDIA action plan, and will discuss with the EDIA trustees how to best work on these. The EDIA trustees may also define certain work packages that can easily be handed to working group members.

Working group members will be given access to relevant SocRSE documents as appropriate for their work.

The group will be listed under the working groups on the SocRSE website.

Relevant Policies and Documents:

- Equality, diversity and inclusion policy
- Complaints and Grievances Policy
- Code of Conduct for Trustees
- RSE Society code of conduct
- Rules and Etiquette for Responsible Corporate Engagement on our Web Platforms
- Terms of Reference RSE Conference
- Event EDIA checklist [work in progress]
- EDIA Landscape Review [work in progress]
- EDIA Strategy [work in progress]
- Safeguarding Policy

Codes of Conduct (CoC)
The Society has two Codes of Conduct currently in place: an *event* CoC and an *organisation* CoC (also known as the Trustee Code of Conduct). The event CoC covers the expected conduct at events and on any online forums and apps. The Society expects both of these CoCs to be adopted by the EDIA working group.

END OF DOCUMENT

Update Log

Date	Updater	Brief Summary
4.3.2022	Marion	First complete draft
9.3.2022	Marion	Removed links to internal documents