



Irish Association for Counselling and Psychotherapy

Equality, Diversity and Inclusion Committee - Terms of Reference

Purpose

The purpose of the Committee is to discuss policy and make recommendations to the IACP Board of Directors on issues relating to equality, diversity and inclusion (EDI). This is a committee which reports to the IACP Board of Directors and will ensure a coherent and comprehensive approach to the formation and application of policies which pertain to EDI.

Specific Outputs Required – Responsibilities of Committee

- To formulate and recommend IACP Policies and Procedures relating to EDI to the Board of Directors;
- To oversee and provide guidance and direction for achievement of EDI objectives across the IACP, to identify and help remove barriers;
- Support the achievement of the IACP's core value in encouraging and embracing EDI;
- To ensure the promotion, communication, and mainstreaming of EDI throughout the IACP and that appropriate and effective training is provided to Members;
- To raise the profile of EDI in IACP.

Committee Structure

The members of the Committee will be appointed by the Board of Directors. The members of the Committee shall be:

- Minimum of five and maximum of nine IACP Members (of whom one shall act as Chair);

The work of the Committee will be supported by the Executive Administrator of IACP.

In appointing members, consideration shall be given to the skills, expertise and relevant EDI experience of members. This is a formal Committee which reports to the Board – the Board may, if it sees fit, dissolve or reform the Committee or remove members at its discretion.

To ensure that the Committee is quorate, meetings will only proceed if the Chair (or representative) and four other IACP members of the Committee are in attendance.

Length of service

The tenure of committee membership per member shall be three years, with a further three years possible subject to ratification by the Board of Directors, with a maximum of two consecutive terms i.e., six years. The Chair shall be appointed for an initial period of twelve months, with the option to put themselves forward for a second term.

The Committee may establish an ad-hoc working group to deal with particular issues that arise in relation to aspects of its work. These ad-hoc working groups can be established from members of the Committee and should rotate around the Committee members regularly throughout the year to ensure an equitable workload.

Programme of Work

At the beginning of the year the Committee will outline the key areas of work which it will prioritise for that twelve-month period and report to the Board of Directors. The Board may give direction as to other key areas of work that it considers important which can be incorporated into the annual programme. Other issues that arise during the year will be addressed in the normal fashion.

The agreed programme of work allows the Committee to prioritise issues and establish timelines for activities. The Committee will also examine, discuss and make recommendations to the Board on issues raised by members and external organisations on subjects relating to the remit of the Committee. Where the Committee deems it necessary to seek external advice, in these circumstances, a formal proposal should be directed to the Board of Directors.

Meetings should take place at least six times per year, scheduled at the beginning of the calendar year. Additional/extraordinary meetings will be convened as may be deemed necessary at the discretion of the Chair.

Attendance of Committee members must be taken, and minimum attendance should be four meetings per annum. Meetings may be held in person or via video conferencing facility. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend the week before the date of the meeting.

Decision making Process

The preference for decisions is that the Committee reaches a consensus, however where this cannot be achieved, decisions will be taken by majority vote with the Chair holding the casting vote.

Volunteer Expenses

Travel and subsistence expenses will be issued in line with the IACP Volunteer Policy.

Obligations of members of the Committee

Members must make every effort to attend meetings, whether in person or via remote attendance. Members must act in the best interests of IACP and its Members and the strategy and policies as laid down by the IACP Board of Directors. Members must declare any conflict of interest that they have in any particular issue under discussion and must absent themselves from the meeting for the duration of that item.

Members must adhere to the IACP's 'Conflict of Interest' and 'Confidentiality' policies. On joining the Committee members will be provided with copies of the 'Conflict of Interest' and 'Confidentiality' policies. Members must also be conscious of any personal biases that they hold and make allowances for what might be in the best interests of the membership as a whole even if this is opposite to their personal opinions.

Members must work with other members of the Committee in a cordial, collegiate and professional manner. Members will respect the decision of the Chairperson with regard to the conduct of the work of the Committee at all times.

Document Ends

Review of the TOR every 12 months.

Signed	Cathaoirleach	CEO	Review Date
			28 January 2023