

RACI Inclusion and Diversity Committee (RIDC)

Terms of Reference and Membership

The RACI Inclusion and Diversity Committee (RIDC) operates under delegated authority from the Board. The primary function of the Committee is to ensure the RACI realises its full potential to advance excellence in the chemical sciences through inclusive practices that seek to increase the diversity of our community. The Committee's purpose is not to monitor or evaluate internal RACI HR practices.

The committee is charged with setting the RACI's diversity and inclusion agenda, aligned with the RACI's mission and strategic objectives, encompassing, but not limited to:

- Indigenous equality and equity
- Gender equality and equity
- Addressing specific issues relating to poor socio-economic circumstances
- Addressing specific issues relating to diversity of gender, sex and sexuality
- Addressing specific issues relating to disability, ongoing medical or mental health conditions
- Addressing specific issues relating to culturally and linguistically diverse backgrounds

Terms of Reference

The Committee will:

- Identify and recommend to the Board the priorities and objectives to advance the RACI's inclusion and diversity agenda.
- Oversee the development and implementation of RACI's diversity and inclusion framework and action plans and ensure alignment with broader organisational strategy.
- Monitor and report, on behalf of the Board, the RACI's performance on a range of diversity and inclusion measures with specific focus on measures related to identified priority areas.
- Act as a reference group and make recommendations on relevant initiatives, policies, and procedures.
- Provide advice on reporting to government agencies and on submissions for accreditation and benchmarking.
- Provide advice on the development of institutional responses to relevant policy and strategic initiatives taken by government and other external bodies.

Meeting Frequency

The committee will meet four times per year or as required.

Quorum and Reporting

A quorum is 4 committee members, not including co-opted members or ex-officio members. The Board representative shall report back to the Board after each meeting and as required.

Membership

Eight to ten committee members striving to encompass the diversity of our membership – this would normally include at least 50% female representation. The committee members must be financial members of RACI. There must be one Board-appointed Board representative RIDC member.

The committee may co-opt members as required to participate in working groups to ensure appropriate representation of relevant stakeholders. RACI staff to attend by invitation as appropriate.

If a new RIDC member is required, the RIDC Chair must call on all RACI members for expressions of interest. The RIDC will rank the expressions of interest received and propose a shortlist to the Board. New members are to be approved by the Board.

If a new RIDC Chair is required, the RIDC will propose a new Chair from the current RIDC members. It is recommended that a Chair has served for at least 1 year as a RIDC member. The RIDC Chair is to be approved by the Board.

Term length

The term of RIDC membership of the Board appointee must correspond to their term on the Board.

The term of RIDC membership is 2 years.

The term of the RIDC Chair is usually 1 year, after typically 1 year as a RIDC member.

Monitoring and Review

The Committee's Terms of Reference will be subject to annual review.

Document name	Terms of reference RIDC	Version; Date	1; 21 Sept 2020
Drafted by	RIDC Chair, Amir Karton	Approved by Board on	October 2020
Responsible person	RIDC Chair	Scheduled review date	November 2021