



Diversity, Equity and Inclusion Committee

Terms of Reference

1. Purpose & Goal

The purpose of the Diversity, Equity and Inclusion (DEI) Committee (“The Committee”) is to endorse diversity in recruitment, retention, promotion, and recognition of faculty, residents, and medical students within Vancouver Imaging (VI) along with ensuring an inclusive environment exists for all members whilst championing equity (same access and opportunities for all). The goal of the Committee is to overcome systemic racism, discrimination, and oppression with a view to create an inclusive society built on respect for one another.

While the creation and maintenance of such an environment is a shared responsibility of all the VI members and requires everyone’s ongoing commitment, the Committee will coordinate all efforts in this domain. Using its shared expertise and experience, the Committee will identify DEI-related issues, propose and prioritize initiatives, and monitor the effectiveness of these efforts. The Committee will also be engaged in raising awareness of DEI.

The Committee’s guiding principles will be in alignment with the Canadian Medical Association Policy on Equity and Diversity in Medicine, the Indigenous Strategic Plan, Building Inclusive University of British Columbia (“UBC”): An Inclusion Action Plan, along with UBC’s strategic priorities around Indigeneity and DEI.

2. Composition & Membership

The Committee will be made up of 6 members including 2 Co-Chairs. VI will send out an open call for members from its Voting Shareholders. A quorum of 50% + 1 of voting members required for all decisions. The chairs are counted as voting members in constituting quorum. Every question shall be decided by most of the votes cast. In the event of a tie vote, the question shall be defeated.

The Committee composition and membership will be as follows:

- Have race and gender-balance representation from diverse backgrounds, races, ethnicities, and other under-represented groups.
- Contain under-represented minorities in medicine.
- Co-Chairs will be up to two appointed faculty members who have a demonstrated leadership and academic track record in DEI at the local, provincial and national levels.
- Remaining 4 members will be elected or appointed.



The Committee will report to the VI CEO, although interaction with the VI Board would be expected for resident/fellow related issues.

3. Responsibility and Authority

The Committee will be responsible for:

- Coordinating initiatives and funding resources with the VI leadership.
- Determining and responding to the DEI needs of VI.
- Providing VI with views and expertise to make informed recommendations on policy, hiring and recruitment.
- Developing, maintaining, and communicating the departmental DEI policy.
- Communicating and embedding DEI practices into all meetings/exams/committees/events.
- Hosting an annual workshop and recruiting guest speakers for DEI events.
- Developing a workflow for support, reporting procedures, and remediation.
- Establishing a faculty mentorship program - senior faculty member to mentor junior faculty member.
- Creating a social media and online presence.
- Undertaking/leading relevant DEI initiatives.
- Keeping up to date with DEI issues and research at large.
- Partaking in organizational and cultural changes.
- Generating an annual report to share with the VI regarding progress towards DEI.
- Assessing the current state of diversity and establishing short-term and long-term DEI goals.

4. Meeting Arrangements

The Committee will meet at minimum on a quarterly basis unless a pressing need requires more frequent meetings. Minutes will be kept on record and made available for viewing by all members.

5. Review

The Terms of Reference are to be reviewed every two years in consultation with the members.