



PROFESSIONAL MANAGERIAL ASSOCIATION

WESTERN UNIVERSITY

RACIAL EQUITY AND BELONGING COMMITTEE

TERMS OF REFERENCE

Approved by Board of Directors: February 2026

Reviewed by Racial Equity and Belonging Committee: February 2026

Next Review: September 2026

PURPOSE

The Racial Equity and Belonging Committee aims to create a safer space for self-identifying Black, Indigenous and Racialized PMA-eligible employees to gather, connect and network. During PMA Board of Director's meetings, the Racial Equity and Belonging Committee Chair will advocate for members of the Racial Equity and Belonging Network members (see "responsibilities" below for context).

GOVERNANCE

The Racial Equity and Belonging Committee reports to the Professional Managerial Association (PMA) Board of Directors.

MEETINGS

The Racial Equity and Belonging Committee will meet 2-3 times per year over the academic year from September to June.

Committees shall meet at least once every six months. The number and schedule of meetings shall be determined by Committee Chair(s) except where other meeting schedules or requirements are laid down in the By-laws or in the resolution creating the committee.

All committee members are encouraged to attend meetings unless otherwise stated. If a member is unable to attend a particular meeting, they are asked to notify the chair at least 48 hours in advance.

MEMBERSHIP

- Chair
- Vice Chair
- Members at large (must be dues paying PMA members)



TERMS OF APPOINTMENT

1. Chair – 2 years sequentially
2. Vice Chair – 2 years sequentially

Extensions beyond the 2-year term may be considered and approved by the Board of Directors where appropriate to support continuity and the effective functioning of the committee.

The Committee Chair typically appoints a member to serve as Vice-Chair, with the expectation that the Vice-Chair will subsequently assume the role of Chair. A member of a Committee may be designated as the Vice-Chair of the Committee by the Chair of said Committee, subject to approval by the Board of Directors.

RESPONSIBILITIES

The Racial Equity and Belonging Committee will host [monthly network meetings](#) (open to Black, Indigenous and Racialized PMA-eligible employees) to build community and foster a sense of belonging; creating an open environment to discuss issues related to racial inequality and injustice; identifying and sharing useful resources and tools, supporting professional development and career advancement of Black, Indigenous and Racialized members; advocating for effective change to make PMA and Western an inclusive community; encouraging Black, Indigenous and Racialized PMA-eligible member to become active PMA members. The Committee Chair will maintain a list of network members and ensure they are added to the corresponding Teams group and invited to monthly network meetings.

SUBCOMMITTEES OF THE RACIAL EQUITY AND BELONGING COMMITTEE

None