



PROFESSIONAL MANAGERIAL ASSOCIATION

WESTERN UNIVERSITY

SUPPORT AND EQUITY COMMITTEE

TERMS OF REFERENCE

Approved by Board of Directors: February 2026

Reviewed by Support and Equity Committee: February 2026

Next Review: September 2026

PURPOSE

The Support and Equity Committee provides a confidential system of peer assistance for PMA members who need advice, information, and support to resolve work related issues. They develop and promote healthy practices for employees and communicate policies to the appropriate University teams, including HR, Equity and Human Rights, Employee and Family Assistance Program, Workplace Health, Rehabilitation Services, and Wellness Education Centre.

GOVERNANCE

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

MEETINGS

The Support and Equity Committee will meet on an as-needed basis throughout the academic year from September to June and at least every six months. The agenda will be circulated to members 1 week in advance of scheduled meetings and minutes (or follow-up notes) will be circulated one week following the meeting.

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 expected 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 Standing 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

Provide confidential peer support

- Offer a safe, confidential, and non-judgmental space for PMA members to seek advice, information, and support regarding workplace concerns or challenges.
- Respond to member inquiries in a timely, respectful, and supportive manner.
- Provide confidential support to PMA members by attending end-of-employment and/or workplace meetings, where requested.

Guiding members to appropriate resources

- Provide accurate information on relevant university policies, procedures, and collective agreements.
- Refer members, as appropriate, to University supports such as Human Resources, Equity and Human Rights, the Employee and Family Assistance Program, Workplace Health, Rehabilitation Services, and the Wellness Education Centre.

Promoting equity, inclusion, and psychological safety

- Encourage equitable, respectful, and inclusive workplace practices.
- Support initiatives that advance equity, diversity, inclusion, accessibility, and belonging within the PMA community.

Policy awareness and communication

- Monitor and stay informed of relevant university policies, programs, and services affecting PMA members.
- Communicate relevant updates and issues to appropriate University teams (e.g., HR, Equity and Human Rights, EFAP, Workplace Health, Rehabilitation Services, Wellness Education Centre) to support continuous improvement.



Identifying systemic issues and trends

- Track and assess recurring or emerging workplace concerns while maintaining strict confidentiality.
- Provide de-identified, aggregate insights to PMA leadership to inform advocacy, policy review, and improvements.

Maintaining confidentiality and ethical standards

- Uphold strict confidentiality, privacy, and ethical standards in all interactions and record-keeping.
- Ensure all committee members are trained in confidentiality, respectful communication, and trauma-informed approaches.

SUBCOMMITTEES OF THE SUPPORT AND EQUITY COMMITTEE

None