

Equity, Diversity, And Inclusion Committee Terms of Reference

1.0 Role

The Equity, Diversity, and Inclusion Committee will provide leadership, guidance and support to the SMA Board of Directors in the areas of diversity, equity and inclusion with the ongoing aim of dismantling biases and discrimination experienced by the medical profession and to model an inclusive profession built on respect for one another.

The EDI Committee does not have the sole responsibility to address the issues that it identifies. The SMA Board, staff and membership recognize the broader ownership that is required in resolving inequities.

The SMA's values of Professionalism, Leadership, Accountability, Compassion and Excellence will guide the Committee's deliberations and efforts.

Furthermore, committee members will show respect by giving their time, focus and attention in all interactions. They will strive to ensure safety in their conversations through seeking to understand, being humble and inclusive; and holding information shared with them in the strictest of confidence. Working collaboratively – where all share and learn - will underpin the EDI Committee's efforts to help fulfill its role and ambitions.

2.0 Responsibilities

The Equity, Diversity, and Inclusion Committee is responsible for:

- foster supportive dialogue with members to generate greater understanding and awareness of diversity, equity and inclusion matters among the medical profession in Saskatchewan;
- explore issues and gaps around individual and systemic racism and discrimination within the SMA and its membership and recommend and advocate for appropriate strategies to respond to these issues and gaps;
- develop an annual diversity, equity and inclusion action plan for the SMA which sets priorities, activities, targets, measures and evaluation mechanisms;
- review, monitor and advise on SMA administered member programs and policies through an equity and inclusion lens to ensure it is not creating and/or perpetuating systemic and institutionalized barriers and/or exclusions;
- facilitate ongoing community engagement with members and the broader health system community in the form of anti-racism education and

- communications to promote dialogue on issues of equity, diversity, and inclusion; and
- advise the SMA board on emerging equity, diversity, and inclusion issues and make recommendations as required.

This committee is not responsible for adjudicating claims of harassment, discrimination, bias or unprofessional behaviour, or providing counselling or personalized support to physicians experiencing health issues as a result of these situations. Physicians needing assistance will continue to be supported by SMA senior staff, specifically, the Director, Physician Support Programs, Executive Director, Physician Benefits and Directors, Physician Advocacy and Leadership; and the Physician Health Program as needed.

3.0 Membership, attendance & term

The Equity, Diversity, and Inclusion Committee will consist of:

- the Chair (who also is a SMA Board Member);
- two SMA Board Members;
- 2 to 4 SMA members;
- 1 Medical Student (and is a member of the SMA); and
- 1 Resident (and is a member of the SMA).

The term of a committee member is 2 consecutive, three-year terms. However, it is understood that due to the expertise required of committee members, terms of membership may extend beyond the existing policy.

This committee will establish a liaison to ensure connectivity with relevant stakeholders and advancement of the EDI Committee's efforts.

A committee member who does not uphold their responsibilities or misses three consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, the matter will be referred to the Board.

A committee member is expected to comply with the Saskatchewan Medical Association Code of Conduct.

A chairperson who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation may be asked by the Board to resign from the committee.

4.0 Meetings

The Equity, Diversity, and Inclusion Committee will meet at minimum bi-monthly, or more as required. The meetings may be in-person or virtual.

If a member cannot participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the members' perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision making.

5.0 Chair

The Chair will be appointed by the SMA Board via a recommendation from the Appointments and Awards Committee and shall:

- call meetings of the committee;
- chair meetings of the committee;
- designate another committee member to chair the committee in the Chair's absence;
- prepare a report for the Board on the work of the committee; and
- meet with the Board of Directors upon the invitation of the Board of Directors.

6.0 Quorum

Quorum shall be that the simple majority (more than 50%) of the voting committee members are present for a meeting to proceed. Motions will then be approved by majority vote.

7.0 Decision making

The committee will strive for consensus (i.e., "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e., vote, continue discussion, table the issue to another meeting or take the issue to the appropriate group (e.g., Board of Directors, Representative Assembly)

When voting, majority (more than 50%) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The committee will strive for clarity in its decision-making processes via clear specification of timelines, the decision-maker, decision rule, and those who will provide input and influence on the decision.

8.0 Confidentiality

Committee members may possess documentation or information of a confidential nature. Such information will not be disclosed to any person(s) other than the members of the Committee without expressed, written consent of the owner of the personal information.

It is understood that if information collected is to be shared, it will only be done in a non-nominal, non-identifiable fashion.

9.0 Conflict of interest

Committee members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities, and responsibility as a Committee member. Committee members must act in a manner that will prevent conflicts of interest from arising.

10.0 Duration of committee

The committee will remain in place until such time as the SMA Board of Directors authorizes an alternative governance structure.

11.0 Minutes

SMA staff supporting the committee shall take minutes at the committee meetings, distribute them electronically to members before the next meeting. The minutes shall be reviewed and formally adopted at subsequent meetings.

12.0 SMA support resources

The Equity, Diversity, and Inclusion Committee shall be supported by the SMA:

- Director, Physician Wellbeing and Support Programs
- Physician Advocate, Equity, Diversity and Inclusion
- Coordinator, Physician Wellbeing and Support Programs

13.0 Accountability

The Equity, Diversity, and Inclusion Committee shall not have decision-making ability. The DEI Committee shall report to and bring its recommendations to the SMA Board of Directors as required.

14.0 Amending the Terms of Reference

The Terms of Reference will be approved by the SMA Board of Directors and reviewed by the Committee every three years.

Date of Last Review: June 9, 2026