



ROYAL BRIGHTON YACHT CLUB

RBYC INCLUSION AND DIVERSITY ADVISORY GROUP

October 2018

TERMS OF REFERENCE

Role

RBYC's Inclusion and Diversity Advisory Group is an advisory group reporting to the General Committee (GC).

- The Group's role will be to support organisational change to enable the club to be an exemplar for inclusion and diversity.
- The aim is to provide guidance and recommendations to the Club as to how an environment can be created where people regardless of their gender, age, culture, ethnicity, disability, generation, or sexual identity feel welcome, safe and supported to work and participate in the Club.

Function

The Group provides a forum for discussion and recommendations on matters of significance related to diversity and inclusion, including access and equity issues that impact on the workplace environment and on the Club as a membership organisation.

The group guides the GC in developing and implementing strategies to further promote RBYC as a welcoming and inclusive club.

Responsibilities

The Group will:

- Identify priorities and objectives to advance RBYC's inclusion and diversity agenda
- Identify barriers for entry and opportunities for supporting diversity and inclusion in the Club
- Identify avenues for the Club to increase awareness and monitor issues in the area of diversity at the club
- Monitor ongoing Club membership data in relation to diversity and inclusion
- Assist the GC to develop and implement diversity and inclusion strategy and plans aligned with broader Club vision and business strategy
- Act as a reference group, advice and make recommendations on relevant initiatives, policies and procedures relating to diversity and inclusion



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- Work with other RBYC sub-committees and working parties to progress diversity and inclusion initiatives as appropriate

Composition

Members and Chair, appointed by RBYC General Committee

Membership of 3 - 4 members

At least 25% of the members of the Advisory Group shall be individuals outside of the normal club membership who can bring specific areas of expertise to the committee

The Advisory Group should not include members of the GC

The term for nominated Advisory Group members is two (2) years.

Meetings

The Advisory Group will normally meet at least four times in a year in person or electronically.

Meetings may be attended by other invited RBYC members and representatives relevant to discussion

Additional meetings may be arranged outside of the planned timelines as required

Quorum for the Advisory Group shall be 50% of the membership.

Reporting

The Group is an advisory body to the General Committee.

The Chairperson is invited to attend GC meetings to present recommendations in person or in writing.

A summary report from each meeting will be provided to the GC.

The meeting minutes and reports will be provided to the GC representative for the Group, the Commodore and General Manager

Amendment, Modification or Variation to Terms of Reference

The Terms of Reference for the Group may be amended, varied or modified after consultation and agreement by Group members and GC.

Document Approved Terms of Reference has been approved by the RBYC General Committee 29/10/2018

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