

Last modified: April 2020

PDC BUSINESS CHAMPIONS NETWORK

TERMS OF REFERENCE



Introduction

The Pan-Disability Connection (PDC) was founded in 2015 to bring together employers and service providers interested in increasing the employment of people with disabilities. This initiative has been receiving funding from the Edmonton Community Foundation and has had several successful initiatives, including events for Disability Employment Awareness Month (DEAM), 'Meet the Recruiter' events, an Inclusive Job Fair and the development of networks to successfully place job seekers into open job opportunities.

The PDC Business Champions Network (BCN) plays a leadership role by convening and facilitating conversations and educational events that influence the development of a more inclusive workplace and society, in order to realize the greatest potential of Edmonton's diversity.

Purpose of Group

The purpose of the Business Champions Network (BCN) is to connect employers from across Edmonton who are seeking to work collaboratively to increase both inclusion and representation of people with disabilities within the broader workforce.

The BCN is an informal network of companies and organizations that is interested in advancing and shaping workplace inclusion environment in the Edmonton region. BCN members do this by:

Members of the Network are engaged in two principle ways:

- 1) **As contributing participants within a community of practice:** Members are striving to increase their knowledge and skills, while innovating, sharing best practices and improving processes that could help to build a workplace where employees with disabilities are respected and valued colleagues.
- **As business champions who promote inclusion with other employers:** Members act as champions and actively engage with other employers to share their experiences and stories, as they relate to the successful employment of persons with disabilities.

Guiding Principles

Trust: BCN members participate in an environment where there is a high level of trust and members feel comfortable sharing their experiences, asking questions and providing comments.

Responsibility: Members contribute to a successful network by actively participating in the network. Members can volunteer/will be invited to take on various roles that recognize differing interests, abilities and resources. Participation can involve sharing experiences and resources to hosting meetings, sponsoring catering, participating on committees or the Board/Executive and recruiting speakers.

Confidentiality: Members ensure that sensitive information shared within the network will be kept confidential and will not be disclosed to other parties outside of the network, without prior authorization from the member and the network. The BCN uses member information to support and enhance the relationship with members (e.g. to share interesting information, links to resources, and to send reminders of the upcoming network meetings/events).

Definitions

Disability: Disability is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action;

while a participation restriction is a problem experienced by an individual in involvement in life situations (World Health Organization).

Diversity: The variety of differences and similarities/dimensions among people (which include but are not limited to, race, gender, ability, sexual orientation, ethnicity, marital status, workgroup, national origin, profession, etc.)

Inclusion: The way in which diversity is leveraged to create a fair, equitable, healthy, and high-performing organization or community where all individuals are respected, feel engaged and motivated, and their contributions toward meeting organizational and societal goals are valued. (2014 Global Diversity and Inclusion Benchmarks: Standards for Organizations around the World)

Inclusive Workplaces: An inclusive workplace is one that values the individual and group differences within its workforce, where everyone has equal access to opportunities and resources. An inclusive workplace creates an environment in which all employees feel like they belong and are valued for their unique perspectives and skills, and differences are considered opportunities for individual and organizational growth.

Accessibility: Accessibility refers to the absence of barriers that prevent individuals and/or groups from fully participating, contributing and benefiting from all social, economic, cultural, spiritual and political aspects of society. The term also refers to rights to access, and to universal design characteristics of products, devices, information, programs, services, infrastructure that enable independent use, or support when required, and access by people with a variety of disabilities.

Supported Employment:

Collective Impact:

Membership Guidelines

Members of BCN are individuals who:

- Have influence over diversity and inclusion efforts in their companies or organizations, or external organizations

- Champion the case for diversity and inclusion in organizations, companies or communities

Network Meetings & Events

Network meetings are held *** (Refer back to the report from the Thought Leadership session, to determine how often members will be meeting) at ***

Network events will occur 3-4 times per year.

Steering Committee

-The BCN is a sub-committee of the PDC steering committee, as such, members of the steering committee, the chair will attend.....etc.

-Two seats available for the BCN per organization.

The steering committee guidelines include:

- The committee consists of X to X people, with quorum defined as X.
- Committee membership shall strive to represent a cross-section of industry, service providers and diverse demographics.
- Steering Committee roles include a Chair and a Co-Chair
 - Responsibilities of the Chair include...
 - Responsibilities of the Co-Chair include...

These Committee guidelines will be evaluated on a required basis. As a sub-committee of the PDC Steering Committee, any change to the current guidelines requires PDC Steering Committee approval, and the PDC Steering Committee will review and approve the Terms of Reference on an annual basis.