

Name: CBA Immigration Equity Advisory Committee -Terms of Reference

Approved by the CBA NATIONAL IMMIGRATION EXECUTIVE TABLE OFFICERS – Sept 26, 2024

Purpose

The Immigration Equity Advisory Committee (“IEAC”) – formerly the Anti-Racism Committee - is a committee of the CBA Immigration Law Section Executive (the “Executive”), per [s.15 of Part B. of Sections Regulation](#).

The IEAC is an advisory committee of the Executive on issues of equity, racism and discrimination in immigration law and within the immigration bar. The Executive reserves the right to modify the IEAC mandate at all times and without prior warning.

The IEAC makes recommendations to the Executive on:

- Supporting lawyers from equity-seeking groups to take on leadership roles within the Section;
- Creating a forum for discussion and the exchange of ideas for members to develop a fuller understanding of how systems of oppression affect members, confront and address unconscious bias, and apply an anti-oppression lens to our work;
- Supporting members to build relationships and collaborate with government officials and decision makers to reduce and eradicate systems of oppression in immigration policy, systems and decision making; and
- Building in accountability mechanisms to ensure the section’s activities are consistent with its stated values

Procedure:

Composition and Operation

- The Table Officers shall appoint two IEAC Co-Chairs, at least one of whom must be on the Executive, and up to six regular IEAC Committee members.
- Appointment of IEAC members will be conducted through an application process. Expressions of interest can be sent throughout the year to the Committee Co-Chairs. The membership may be prompted to apply when there are vacancies.
- All members of the IEAC, including Co-Chairs, must be members of the Immigration Law Section and are appointed for either a two-year or one year term, which may be renewed depending upon the member’s participation capacity and role within the IEAC Committee.

- The IEAC meets once a month from September to June to fulfill its responsibilities over the course of a year.
- The IEAC Co-Chairs will collectively represent the IEAC and must work in consultation with each other.
- The IEAC may establish working groups for specific tasks and activities, including for analysis, and consultations, as appropriate.
- The IEAC Co-Chairs ensure that agendas and minutes of all meetings are recorded and circulated for review and approval by Committee members.
- The IEAC works collaboratively with CBA staff to establish yearly priorities. Projects and priorities that require CBA resources will be proposed as part of the Section's yearly budgeting exercise.
- The IEAC is subjected to all other CBA Bylaws, Regulations and Operational Policies. In particular all IEAC committee members are subject to the [CBA Principles of Conduct](#).
- The IEAC promotes respectful dialogue, one which underscores every individual's right to dignity and equality. As such, the IEAC strives to reach consensus through open discussion and debate, with appropriate consideration and respect for legitimate dissent.
- The IEAC works collaboratively with other sections and subcommittees of the CBA to achieve its purpose.

Reporting

- The IEAC shall:
 - Develop and present Minutes of each meeting; and
 - Produce an annual workplan and report on progress.
- IEAC Co-Chairs ensure that reporting of decisions and recommendations of the Committee are accurately recorded and reported to the Executive.
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- The IEAC reports on its activities on a monthly basis at the Immigration Law Section's Table Officers & Coordinators meeting.

Governance

The IEAC shall:

- Annually conduct a self-assessment of its activities per the Terms of Reference and report any conclusions and recommendations to the Executive.