**Equality, Diversity, Inclusivity, and Accessibility (EDIA) Committee
Association for the Study of Animal Behaviour**

**Terms of Reference v1.0**

1. **Introduction**
	1. These Terms of Reference (ToR) set out the working arrangements for the ASAB EDIA Committee and list vital information about the committee, such as its purpose, secretary and membership, and meeting schedule.

1. **Purpose**
	1. The role of the EDIA Committee is to provide leadership for ASAB and its members, to encourage learning, discussion, and understanding about EDIA, and provide support and opportunities to underrepresented groups (including women and underrepresented minorities).
	2. The Committee will work alongside other ASAB committees and provide guidance on specific issues for other committees.

**3. Term**

3.1 These Terms are effective from 16th December 2020

**4. Membership**

4.1 The EDIA Committee will comprise:

1. The Secretary for EDIA, normally elected by membership
2. Any ASAB members who wish to join the Committee
3. People with particular expertise/interest may be invited to attend Committee meetings by the EDIA Committee

**5. Roles/Responsibilities**

5.1 The Committee is accountable for:

* Providing leadership to ASAB and its members to encourage learning, discussion, and understanding about EDIA
* Providing support and opportunities to underrepresented groups (including women and underrepresented minorities)
* Working alongside and providing guidance on specific issues for other ASAB committees
* Bringing proposals on policy, monitoring, and support to the ASAB Council
* Representing ASAB on the Royal Society of Biology Diversity and Inclusion Working Group

5.2 The membership of the Committee will commit to:

* Attending scheduled EDIA meetings as often as possible
* Wholeheartedly championing inclusivity related to within ASAB’s activities
* Self-reflection and awareness, to ensure that the Committee itself is representative and inclusive

**6. Governance**

6.1 The EDIA Committee will report to ASAB Council.

6.2 The EDIA Secretary will provide updates to Council at each Council meeting.

6.3 Proposals arising from the EDIA Committee will be submitted to Council for approval prior to action.

6.4 The committee will offer to review ASAB policy and make recommendations for revision if necessary.

**7. Administration**

7.1 The agenda will be prepared by the EDIA Secretary and circulated at least 1 week in advance of meetings

7.2 Any member of the EDIA Committee can request an item to be placed on the agenda

7.2 Meetings will be limited to 1 hour as far as possible

7.3 The Committee will hold meetings in association with ASAB’s Spring, Summer and Winter meetings.

7.4 A remote attendance option will be made available at all EDIA Committee meetings.

7.5 Minutes of EDIA meetings will be circulated to committee members within one week of meetings.

**8. Review**

8.1 These Terms of Reference will be reviewed on an annual basis