AMBA
ALBERTA MORTGAGE BROKERS ASSOCIATION

Diversity, Equity & Inclusion Advisory Committee Terms of Reference

2026-2027 Committee Membership

Name	Company	Email
Anu Reddy (Chair)	Community Trust	areddy@communitytrust.com
Steven Boodoo	Mortgage Architects	steven@edmmtg.ca
Christine MacPherson	Flare Mortgage Group	christine@flaremortgagegroup.com
Susan Mercer-Thornhill	Diversity Mortgage	susan@diversitymortgage.ca
Brandi Pierik	Indi Mortgage	brandi@wehaveamortgageforthat.com

Purpose of the Committee

Based on the Board goals for a governing year, the Diversity, Equity and Inclusion Advisory Committee will act as the advisory body for AMBA in relation to issues of equity, diversity, and inclusion. The intent of this work is to help AMBA develop and maintain an environment where we recognize the dignity and uniqueness of the individual, and where we meaningfully leverage equity and diversity in our staff, Board of Directors, membership, and community.

Committee Type

Advisory Committee

Scope

- Research, advise on, and recommend changes to AMBA's culture, practices, policies, processes, and governance mechanisms to advance diversity, equity, and inclusion
- Recommend future initiatives that will help AMBA develop an understanding of, and commitment to, inclusion, diversity, and equity.

- Research and recommend educational resources and materials to the Board of Directors and CEO for ongoing Diversity, Inclusion and Equity learning.
- Act as the Board's champion for changes to AMBA's culture that promote a bias-free environment and a fully welcoming association for all staff, members, Board members and community.

Membership Structure

Up to 7 members. In the absence of a Board Director on the Committee, the interested party with the most governance experience will serve as Chair.

Diversity, Equity & Inclusion

The Committee composition will endeavour to include members of Black, Indigenous, People(s) of Colour (BIPOC), 2SLGBTQIA, and disability communities.

Subcommittees

Subcommittees may be formed to complete specific tasks/projects as needed.

Key Responsibilities

Subject to the duties and responsibilities of the Board, the Committee has the following responsibilities.

1) Research
   - On an ongoing or as-needed basis, research and review existing policies and practices for areas of concern or opportunities for improvement.
   - Compile or develop research materials to support recommendations made to the Governance Committee, Board and/or CEO.
2) Recommend
   - Submit written recommendations to the Governance Committee regarding the introduction of best practices or recommendations for changes to existing policies and practices.

3) Review
   - On an ongoing basis, monitor Diversity, Equity & Inclusion policies and practices to ensure compliance and ongoing improvement where appropriate.
4) Educate
   - Research and recommend educational resources including books, articles, white papers, blogs, webinars, courses, or programs that can be provided to the Governance Committee, Board, CEO, Staff, and/or the membership to promote awareness and understanding.
5) Other
   - Assume other related responsibilities as recommended by the Governance Committee, Board or CEO.

Duties

1) Attend scheduled meetings.
2) Be familiar with AMBA's existing governance framework.
3) Arrive on time and be prepared to participate.
4) Read any material received prior to the meeting, including financial statements.
5) Accept your share of delegated work.

Accountability & Reporting

The committee is accountable and reports to the Governance Committee, which reports to the Board of Directors. Committee members report to the Chair of the Committee.

Meetings

Meetings will occur a minimum of 4 and a maximum of 6 times annually.

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Membership Criteria

Must be a member in good standing OR have external expertise that cannot be easily found in a member.

Confidentiality

We encourage you to talk to your peers about the topics being discussed. Often, we will ask you to gather feedback for certain topics and decisions. However, matters discussed in the Committee are deemed confidential until a decision has been made or an action item has been approved. When in doubt about confidentiality, please speak to the Chair.

Term Limits

Maximum term limit is 4 consecutive years.

Average Time Commitment

- 6-18 hours per year (meetings only).
- 1-2 hours preparation pre-meeting.

Voting

Business arising at any meeting of this committee shall be decided by a majority of votes. No Committee member shall be entitled to vote by proxy. The CEO does not have voting powers.

Quorum

A quorum of the committee in order to vote on any matter shall consist of more than 50% of the voting membership of the committee.

Measures of Success

Determined annually.

Benefits

- Job satisfaction through volunteerism.
- Increased knowledge of diversity and inclusion best practices.
- The opportunity to effect change in the Association and community through policy recommendations.
- Networking and relationship building.

Resources

Resources and support services will be provided through the office of the CEO.

Staff Liaison

TBD