



NZFC Diversity and Inclusion Committee: Terms of Reference

1. **Purpose:**

- 1.1 The NZFC Diversity and Inclusion Committee (the Committee) is a Board-endorsed internal committee comprising of NZFC staff. The Committee has responsibility for developing and assisting with the implementation of the NZFC Diversity and Inclusion Strategy (the Strategy).
- 1.2 The Committee also provides a forum for consultation, feedback and discussion on matters of diversity, equity, Te Tiriti o Waitangi and inclusion at the NZFC.

2. **Membership:**

- 2.1 The Committee is voluntary and open to all members of the NZFC. There is a core group of members who meet weekly to discuss the progress of the Strategy, assign and follow up on tasks, share information and research on diversity and inclusion initiatives in New Zealand and globally and, where applicable, make decisions.
- 2.2 Membership should be recognised as part of staff member's performance agreement.
- 2.3 All staff members are welcome to participate in meetings and provide input.
- 2.4 The Committee has agreed tikanga (see the end of this document) that align with the NZFC Statement of Intent and values.
- 2.5 The Committee has a Chair (currently Tayla Hancock) and Champions (currently Dale Corlett and Te O Kahurangi Waaka).
- 2.6 The Chair is an NZFC staff member who leads meetings, directs decision making processes, keeps track of discussions and decision making, manages the timeline for the Strategy and ensures outstanding tasks are being met. The Chair is elected by the Committee.
- 2.7 The Champion is a member(s) of the Leadership Team who provides leadership, advocates for the Committee to the Leadership Team and helps secure necessary buy-in and approval from the CEO and Board.

3. **Authority:**

3.1 The Committee undertakes research and draws upon lived experiences, policy analysis, external advisors and risk assessment to ensure robust decision making.

3.2 The Committee has the authority to:

- (a) Make operational and administrative decisions in relation to Committee meetings and protocol, diversity and inclusion resources, the Diversity and Inclusion intranet, sharing information to NZFC staff, promoting and organising internal events.
- (b) Implement actions under the Diversity and Inclusion Strategy for which the Committee is responsible for leading.
- (c) Organise and lead engagement with industry members, guilds and the Industry Leadership Group to consult on the Strategy.
- (d) Make recommendations to NZFC staff and Leadership Team on Diversity and Inclusion matters to ensure best practice and consistency across the organisation.
- (e) Select and engage with designers for publication of Strategy documents (e.g. research, reports, design of the Strategy).

3.3 The Committee will make recommendations seeking approval from the CEO on:

- (a) New initiatives and actions.
- (b) Facilitators for workshops or training.
- (c) Industry engagement plans.
- (d) Communication and media strategies.

3.4 The Committee will seek approval from the CEO and/or the Board on:

- (a) The Strategic Framework.
- (b) The publication of the Strategy.
- (c) Updates or changes to NZFC policies or processes.
- (d) Annual budget allocation.

3.5 The Committee will provide regular updates to the Leadership Team and Board and will invite feedback and advice on all aspects of the Strategy.

4. **Responsibilities:**

4.1 The Committee has the following responsibilities:

- (a) Champion diversity and inclusion across the NZFC and raise awareness.
- (b) Conduct research on diversity and inclusion in the Aotearoa Screen Sector.
- (c) Draft and update (as required) the Strategy.
- (d) Report to the Leadership Team, CEO and Board on the Strategy.
- (e) Consult with key industry members, stakeholders, external advisors and guilds on the Strategy.
- (f) Manage the design and publication of the Strategy.
- (g) Create a work programme that lays out the plan for implementing the Strategy.
- (h) Monitor and review the Strategy, including:
 - (i) Ensure action plans are implemented; and
 - (ii) Review qualitative and quantitative data relating to the action plans (to measure impact and success).
- (i) Support any internal diversity and inclusion initiatives.
- (j) Provide advice to Departments on any queries relating to diversity and inclusion.
- (k) Collaborate with Departments and make recommendations regarding relevant diversity and inclusion initiatives, policies and matters.

5. **Budget:**

5.1 A budget will be allocated annually by the CEO.

Diversity & Inclusion Working Committee Tikanga

- We acknowledge the distinct status of Māori as tangata whenua and are committed to meeting our obligations under Te Tiriti o Waitangi.
- We start from the understanding that racism, classism, ableism, ageism, transphobia, sexism, homophobia and sizeism exist and shape our lives.
- We recognise the knowledge and expertise people hold based on their lived experience.
- Lived experiences that are shared with the Committee will be acknowledged and accepted. Lived experiences are not up for debate.
- We will challenge ideas and not people, communicate clearly and honestly and listen without interruption.
- Trigger/content warnings should be used when sharing or discussing sensitive content.
- We must take responsibility for any personal private information that is shared within the committee, and not speak for, or on behalf of anyone else's experiences.
- Being a part of this committee requires a commitment to understanding and learning about the diversity of issues we are dealing with. A Resource Library has been set up on the D&I Sharepoint site with links to useful articles.
- Wellbeing is always our priority. If we are feeling overwhelmed or have other priorities, stepping out from the group is always an option. The group will always be open.