

## Canadian Blood Services 2SLGBTQIA+ Advisory Committee

### Terms of Reference

The Canadian Blood Services 2SLGBTQIA+ Advisory Committee consists of stakeholders representing 2SLGBTQIA+ civil society organizations and is mandated to provide ongoing advice and input to Canadian Blood Services, while supporting broader engagement of 2SLGBTQIA+ communities within the work of CBS.

### Advisory Committee Mandate

- To provide advice and insights to Canadian Blood Services to support an inclusive experience for all 2SLGBTQIA+ individuals interacting with Canadian Blood Services, including within the implementation of 2SLGBTQIA+ inclusion and relationship rebuilding activities.
- To be a conduit and connection to 2SLGBTQIA+ communities and civil society, such that advisory committee members are an avenue through which CBS can better understand and address emerging priorities of 2SLGBTQIA+ communities as they pertain to blood donorship in Canada.

### Committee Membership:

The membership of the committee consists of representatives from 2SLGBTQIA+ civil society organizations, Canadian Blood Services employees from 2SLGBTQIA+ communities, and Canadian Blood Services staff leading work in engagement. Members include:

- Representatives of 2SLGBTQIA+ organizations engaged in research, advocacy, and/or support service delivery.
- 2 representatives of the CBS 2SLGBTQIA+ Employee Resource Group
- CBS Director of Stakeholder Engagement
- CBS Director of Diversity, Equity and Inclusion (DEI)

Membership of the committee was determined through consideration of numerous factors, including:

- History engaging with CBS on 2SLGBTQIA+-related policy and research
- Connection to 2SLGBTQIA+ communities across Canada
- Representation of particular sub-sets of 2SLGBTQIA+ communities

### Roles and Responsibilities of Advisory Committee Members

- To provide advice and insights to Canadian Blood Services to support an inclusive experience for all 2SLGBTQIA+ individuals interacting with Canadian Blood Services,

including within the implementation of 2SLGBTQIA+ inclusion and relationship rebuilding activities.

- To be a conduit and connection to 2SLGBTQIA+ communities and civil society, such that advisory committee members are an avenue through which Canadian Blood Services can better understand and address emerging priorities of 2SLGBTQIA+ communities as they pertain to blood donorship in Canada.

### **Advisory Committee Role Limitations and Boundaries**

- The advisory committee is not a decision-making entity within Canadian Blood Services. The role of the advisory is to provide input and advise to Canadian Blood Services. Advisory committee members are not empowered to speak on behalf of the organization. Individual committee members are not empowered to speak on behalf of the committee without prior approval from the committee.
- Advisory committee members and the organizations they represent are fully welcome to express their personal or organizational opinion on Canadian Blood Services activities and policy changes without reservation. Participation in the advisory committee does not constitute endorsement of Canadian Blood Services.
- The advisory committee may seek to influence Canadian Blood Services activities at their discretion. While the advisory committee is supported by Canadian Blood Services staff, it is empowered to undertake activities, as a collective, to bring issues, recommendations or concerns forward within the organization.
- The advisory committee may, at its discretion, issue written letters or other communication to Canadian Blood Services executive leadership. The advisory may not issue public statements without the approval of staff. However, organizations with representation on the advisory committee are not constrained from speaking out publicly – and critically – regarding Canadian Blood Services activities and policies.

### **Role of Canadian Blood Services within the Advisory Committee**

- Canadian Blood Services provides resources and staff support to the advisory committee, including sufficient budget to hire an external consultant, providing compensation to members, and facilitating dialogue between the advisory committee and various staff teams and policies.
- Canadian Blood Services brings forward recommended activities for discussion with the advisory committee and engages as an active partner within advisory committee activities.

## **Role of the Consultant**

- An external 2SLGBTQIA+ consultant facilitates the advisory committee meetings and supports the implementation of advisory activities.
- The consultant provides input to Canadian Blood Services on 2SLGBTQIA+-related issues and activities, within and beyond the advisory committee.
- The consultant is an independent facilitator, mandated to ensure a safe space for dialogue between the advisory committee and Canadian Blood Services, and to act as a conduit between advisory committee members and staff, should the need arise.

## **Advisory Committee Privacy and Confidentiality Considerations**

Canadian Blood Services shall not publicize the names of individuals participating on the advisory committee without advance, prior consent from the individuals in question, recognizing that individuals are participating in a professional capacity and may not wish to be named specifically.

The advisory committee shall, from time to time, have access to confidential information and documents. The advisory committee is expected to maintain the confidentiality of these materials.

## **Decision-Making within the Advisory Committee**

While much of the time, the advisory committee provides advice and input on Canadian Blood Services activities without needing formal motions or voting procedures. Where relevant, decisions may be made through a formal vote, per Roberts Rules of Order. Each member is entitled to one vote. A majority of votes (50%+1) is needed for a motion to pass.

The priorities and activities of the advisory committee are established through a collaborative process, with Canadian Blood Services and the consultant bringing forward suggestions, and the advisory committee proposing their own additions, or changes to those presented by Canadian Blood Services and the consultant.

## **Compensation and Expense Reimbursement**

Members of the 2SLGBTQIA+ Advisory Committee will be provided with honoraria to recognize and value their contributions to Canadian Blood Services. In addition, members of the advisory will receive reimbursement for eligible travel-related costs for in-person advisory committee meetings, including meals, travel fare, accommodations, and other costs.

## **Membership Renewal and Review:**

Membership with the 2SLGBTQIA+ advisory committee shall last two years. Every two years, members will be asked if they would like to renew their membership and participation in the committee. Every two years, the committee shall review existing membership to determine if

additional stakeholders are needed. The advisory committee is supported by staff, alongside a Canadian Blood Services-employed consulting firm.