

Thank you so much for your interest in applying!

D&I COMMITTEE CO-CHAIR DESCRIPTION OF ROLE AND RESPONSIBILITIES

SUMMARY

The ACTRA Toronto Diversity & Inclusion Co-Chair role is a volunteer leadership role that helps guide ACTRA Toronto's efforts to represent and celebrate our members' diverse experiences and identities. Working with fellow committee members, Council, and staff, the Co-Chair champions initiatives that advance equity, representation, and inclusion within our industry and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Lead and organize meetings:** Set agendas, chair discussions, ensure minutes are taken, and follow up after meetings.
- **Report to Council:** Share updates on D&I initiatives, achievements, and plans.
- **Advance initiatives:** Continue ongoing projects such as *Working the Scene in Colour* and the Sandi Ross Awards, while also developing new initiatives in consultation with the committee.
- **Support subcommittees:** Check in on progress and provide guidance or resources as needed.
- **Communications and outreach:**
 - Oversee committee social media accounts (Facebook, Instagram, X), and respond to inquiries.
 - Regularly monitor the D&I inbox and reply to members and staff.
- **Representation:** Attend panels, conferences, and meetings on behalf of the committee at the request of Council/staff (e.g. with BIPOC TV & Film or other unions/guilds).
- **Partnerships and events:** Maintain existing partnerships and help create and deliver programming at ACTRA Toronto conferences.

REQUIREMENTS

Applicants must be ACTRA Toronto members in good standing throughout the term. Additional assets include:

- Strong leadership, communication, and organizational skills.
- Ability to plan, delegate, and execute initiatives and events.
- Familiarity with ACTRA Toronto's role as a union, and ability to stay informed on current issues.
- Discretion and professionalism in handling confidential matters.
- Solution-based thinking and a positive attitude.
- Comfort with public speaking.
- Experience on the D&I Committee or other ACTRA committees.
- Skills in social media, branding, or marketing.

TIME COMMITMENT

- **Average:** 2–3 hours per week for emails, social media, and regular duties.
- **Busy periods:** Up to 10 hours per week when major initiatives or events are underway.
 - Note: Time commitment will vary for each person, depending on what you choose to bring to the role (i.e. you may want to join additional subcommittees that would require an additional time commitment such as TAWC, YEAA, etc).
- **Term:** Two years (September 2025 – January 2028) *This is an expanded term window to fill a vacancy.

BENEFITS

- Recognition as a leader in Toronto's film and television community.
- Opportunities to shape meaningful initiatives and amplify performer voices.
- Networking with industry peers, partners, and community leaders.

If you have any questions, please email torontodiversity@actratoronto.com.