



---

**Sexual Assault, Sexual Violence and Gender-Based Violence Prevention and  
Response Committee  
TERMS OF REFERENCE 2023-2024**

---

**A. MISSION**

SAIT's Sexual Assault, Sexual Violence and Gender-Based Violence Prevention and Response Committee ("Committee") provides information and guidance to SAIT on matters of sexual assault, sexual violence and gender-based violence prevention affecting the SAIT community, including students, staff, faculty and visitors.

**B. SPONSORS**

The CFO and Vice President, Corporate Services and Vice President, Academic are the executive co-sponsors of this Committee.

**C. REPORTING**

The Committee reports in an advisory capacity to the Executive Management Council (EMC) through the CFO and Vice President, Corporate Services.

**D. MANDATE**

As a post-secondary institution, SAIT plays a valuable role in preventing and responding to sexual assault and sexual violence. As per HS 1.6.2. Sexual and Gender-Based Violence- Disclosures, the Committee's mandate is to:

- Contribute to the periodic review of SAIT's sexual assault, sexual violence and gender-based violence policy and procedure and to flag concerns/issues with the policy and procedure that may require their revision.
- Ensure SAIT remains current with current practices and complies with relevant legislation on addressing and managing sexual assault, sexual violence and gender-based violence
- Ensure training is available for personnel who offer health and counselling services for students, who investigate reports of sexual assault, sexual violence or gender-based violence, or who receive disclosures of sexual assault, sexual violence or gender-based violence
- Guide the development, implementation and ongoing review of sexual assault, sexual violence and gender-based violence prevention education training and programs such as:
  - informational and prevention campaigns across the SAIT campus
  - procedures for survivors to make reports or disclosures
  - [sait.ca](http://sait.ca) site addressing the nature and effects of sexual assault and sexual violence and providing internal and external resources for survivors and their supporters

- Promote a safe learning, living and work environment for all members of the SAIT community and the shared responsibility for the prevention of sexual assault, sexual violence or gender-based violence
- Report to Executive Management Council annually or on request on the numbers of disclosures/reports, the outcomes of those reports, trends and challenges for SAIT, based on institutional data collected in SAIT's confidential tracking database/system
- Review and evaluate SAIT's sexual assault, sexual violence and gender-based violence prevention programs.
- Share information and resources which promote understanding and knowledge that supports a campus atmosphere in which sexual assault, sexual violence or gender-based violence are not tolerated.

## **E. COMMITTEE STRUCTURE**

### **1. Chair**

- Sexual Violence Program Coordinator & Educator (meeting chair)
- Director, Safety and Community Services (back-up meeting chair)
- Director, Student Services (back-up meeting chair)

### **2. Members**

- Employee Services representative
- Security and Emergency Services representative
- Student Development and Counselling representative
- Office of Community Conduct representative
- Equity, Diversity and Inclusion representative
- A SAIT Student Association director
- A student-at-large

### **3. Decision-making**

- Decision-making shall be by consensus rather than vote.
- Co-chairs will confirm a decision or path of action if consensus is unclear.

The Committee shall designate a records-keeper to issue meeting agendas and invitations and maintain records, including meeting minutes. Committee membership is reviewed annually.

## **F. MEMBER RESPONSIBILITIES**

- Adhere to the SAIT FIRST principles of Fairness, Integrity, Respect, Safety and Transparency.
- Attend all meetings. If a member cannot attend a meeting, they should inform the meeting chair. If input from their functional area is required at a meeting, they will assign a delegate to attend in their absence.
- Complete assigned tasks as required.
- Keep current with best practices in sexual violence prevention and response.
- Participate in meetings and discussions in a collaborative and open manner.
- Attend the "Responding to Disclosures of Sexual and Gender-Based Violence" training

**G. MEETINGS**

- The Committee will meet monthly from September to June
- Members may form smaller groups to complete tasks outside of meeting times in order to execute the work plans as needed.

Reviewed and approved by EMC February 2021  
Revised May 15, 2023