



Terms of Reference

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| Name of Committee | The Magic Circle Equality, Diversity and Inclusion committee |
| Date Established | July 2023 |
| Last Approved | |
| Approver | President of the Magic Circle: Megan Swann |
| Committee Mandate (Purpose) | <p>The purpose of the EDI committee is to drive EDI best practice in line with expectations for a progressive organisation, educate, inform and provide guidance to TMC council & its members.</p> <p>The EDI committee will also provide arbitration guidance and complaint/conflict resolution.</p> <p>The EDI Committee will also look for opportunities to publicise TMC's EDI credentials</p> |
| Coverage | The Magic Circle Members. Performers at The Magic Circle. |
| Scope of Activities | The Magic Circle building, members, shows, publicity and products as directed by The Magic Circle Council. Excluding TMC Foundation |
| Reporting to: | TMC Council |
| How Members are appointed: | Interview by Chair of EDI committee |
| Chairperson | Chair of EDI committee or nominated delegate |
| Members | <p>Megan Swann Rob Earrey (Chair) Jenny Mayers Careena Fenton-Cullen Kristina Rose-Spears Paul Draper Michael Vincent Naomi Paxton Nick Baverstock</p> |
| Attendees: | Minimum of 3 committee members including Chair to be quorate. Other members of Council/members as needed. In case of arbitration/disciplinary discussions 5 members should be present |
| Frequency of meetings: | Minimum bi-monthly / extraordinary meetings can be called as required for time sensitive discussions |
| Protocols: | Discretion and confidentiality as required to protect individuals & the reputation of The Magic Circle |



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| Minutes: | Agenda, summary of discussions, decisions and actions to be stored on the Workplace file system |
| Information Barriers: | On occasions confidentiality may preclude naming individuals and guidance may be provided on the scenario basis |
| Conflicts of interest: | In the case of a dispute, any member of the committee with personal involvement or relationship/affiliation in any way to members involved is precluded from outcome/decision discussion. |
| Approval Requirements: | Any changes to the ToR should be approved by The Magic Circle Council |
| Official Repository: | TMC EDI Documentation, i.e., Agendas, Minutes etc should be stored in Workplace |

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Document control

| Version | Author | Doc Owner | Approver Name | Approver Role | Approval date | Change summary |
|---------|-----------------|-----------|---------------|----------------|---------------|----------------|
| 1.0 | Nick Baverstock | | Megan Swann | President, TMC | July 2023 | Doc creation |
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