

## Cultural Diversity and Inclusion Committee

### TERMS OF REFERENCE

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**Terms of reference should describe the scope of the committee's responsibilities, the limits of its authority, the results it is expected to achieve and the reporting required.**

#### **Mandate:**

To initiate, advise and mobilize support for appropriate action plans related to issues of cultural diversity in librarianship within Ontario including recruitment, advancement and retention of underrepresented groups to librarianship. The OLA Cultural Diversity and Inclusion Committee reports to the OLA Board of Directors.

#### **Responsibilities/Objectives:**

- Facilitate networking and communication opportunities relating to cultural diversity and inclusion
- Identify barriers, opportunities and practical solutions for supporting diversity inclusion in libraries, including employment initiatives, advancement training and mentoring programs
- Advocate with industry stakeholders to increase awareness of issues in the area of cultural diversity in the workplace
- Identify needs and resources by working with others professional groups in the area of cultural diversity

#### **Deliverables:**

- Create an annual work-plan
- Identify initiatives and programs to support the success of culturally diverse groups in the library and information sectors within Ontario
- Provide resources on specific issues/topics related to cultural diversity and inclusion that arise
- Report back to the OLA Board on the experiences of culturally diverse library professionals within Ontario
- In an advisory role, offer suggestions on how to encourage growth in the number of culturally diverse professionals within the library field
- Liaise with OLA Divisional Councils through committee member sector representatives

## **Composition:**

7 – 9 Committee Members

Portfolios:

- Chair (1 Year Term)
- Vice-Chair (1 Year Term)
- Treasurer (1 Year Term, option to renewal one time)
- Secretary (1 Year term, option to renewal one time)

Qualifications

- OLA members who have an interest in cultural diversity and inclusion

## **Resources and budget:**

Resources required for this committee include:

- Ongoing support from the OLA Executive Director/Director, Member Engagement and Education
- OLA office staff support for teleconference arrangements, maintaining a public cultural diversity and inclusion web page on the OLA website; posting/archiving of materials on OLA website and/or OLA Forum
- Meeting space at OLA Office, as needed
- A pre-approved committee budget to include travel and catering for in-person meetings and funds for special projects. Annual budgets are developed in June for the September – August fiscal year.

## **Timelines**

- Committee members can expect a minimum of 4 meetings per year, which will be a mix of teleconference and in-person.
- Committee members who are absent for three meetings annually will be asked to step down.
- The OLA Cultural Diversity and Inclusion Committee will report to the OLA Board at least once per year
- The Meeting Agenda should be available to members at least 2 days prior to meetings, communication between meetings will usually be conducted through email.
- Quorum for committee meetings will be in effect when a majority of committee members are in attendance for a meeting

**Type of Committee:**

- Standing Committee** (responsible for a specific program or function)
- Task Forces** (time-limited tasks on a specific topic)
- Action Groups** (development of a limited program or activity)

**Term of Appointment:**

The term for OLA Cultural Diversity and Inclusion Committee members generally runs for a period of 2 years, with the option to extend up to an additional 2 years. Member terms overlap to ensure knowledge transfer and consistency. Committee members are recruited from the OLA membership at large, as required.

Chair and Vice-Chair will be appointed annually from within the committee. Chairs are responsible for coordinating the agenda, facilitating meetings, ensuring portfolios are assigned, liaising with OLA Director, Member Engagement and Education and reporting to the OLA Board.

