

CHLA/ABSC EDI Standing Committee Terms of Reference

Purpose:

- Advise the CHLA/ABSC Board on how to incorporate EDI (equity, diversity, inclusion) into CHLA/ABSC activities
- Communicate with CHLA/ABSC members on the committee's initiatives

Duties and Responsibilities

Each standing committee member will have functions and duties, individually or jointly, as they participate on the committee. These will include:

- Developing, implementing, assessing, revising, and evaluating a strategic plan, in consultation and with the approval of the Board, to incorporate EDI issues within CHLA/ABSC activities.
- Engaging in knowledge creation and dissemination through research, publication, and resource sharing pertaining to EDI issues affecting CHLA/ABSC members
- Have at least 9 meetings from August-June with members.

Membership

The Standing Committee will consist of the following members:

- Chair
- Secretary
- Indigenous Matters Standing Committee (IMSC) Liaison
- At least **three** (3) members, ideally representing the following different regions of Canada: Atlantic, Central Canada (Ontario/Quebec/Manitoba/Saskatchewan), Pacific/Western Canada (Alberta/NWT/Nunavut/British Columbia/Yukon).

Membership shall be open to any Canadian health library professional with an individual CHLA/ABSC membership.

The simple majority of the members of the Standing Committee will constitute a quorum.

The Terms of Reference will be reviewed annually and updated as required.

Terms/Tenure

The **Chair** will be a committee member and serve for a term of one year. After that, a nomination and vote will take place to elect next year's position. The duties of the Chair shall include:

- Preparing the agenda
- Compiling an annual report for the CHLA/ABSC Board.

The **Secretary** will be a committee member and serve for a term of one year (renewable). The duties of the secretary shall include:

- Taking meeting minutes
- Posting the minutes to the Project Space on the CHLA/ABSC website

The **Indigenous Matters Standing Committee (IMSC) Liaison** will be an active member of the Standing Committee, and will report on the projects and initiatives of the IMSC.

Application Process

Membership on the Standing Committee may be secured by submitting a written expression of interest detailing relevant experience or training in engaging with issues of EDI to the Chair. Membership on the standing committee must be approved by the CHLA/ABSC Board.

Meetings

- Meetings will be held via the CHLA/ABSC Zoom account
- Meetings will be held from August to June and at the annual CHLA/ABSC conference. Additional meetings may be scheduled as needed throughout the year.
- Regular attendance at meetings is expected. Failure to attend three consecutive meetings without explanation will be considered as a resignation from the standing committee.

Minutes

Minutes of all meetings will be recorded, distributed to Committee members, and saved to the CHLA/ABSC website/archives. All significant decisions made during meetings will be recorded and retained.

Dissolution of the Committee

- If there is not enough members to make up the committee
 - Chair
 - Secretary
 - Indigenous Matters Standing Committee (IMSC) Liaison
 - At least three (3) members, ideally representing the following different regions of Canada: Atlantic, Central Canada (Ontario/Quebec/Manitoba/Saskatchewan), Pacific/Western Canada (Alberta/NWT/Nunavut/British Columbia/Yukon).
- If members do not meet at least 9 times between August-June