

Terms of Reference

1. Task Force Name

The Task Force will be known as the CHLA/ABSC Equity, Diversity and Inclusion (EDI) Task Force.

2. Purpose of the Task Force

The purpose of the EDI Task Force is to assist the Association move forward on matters of equity, diversity and inclusion, by examining the Association in its current state to determine areas for improvement.

3. Key Duties and Responsibilities of the Task Force

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

- Assisting CHLA/ABSC Board of Directors (herein referred to as 'The Board'), as well as CHLA/ABSC Chapters, with position statements on matters of EDI
- Assisting the Board during strategic planning exercises and making recommendations on differing aspects of EDI
- Developing an EDI survey (including demographics information) of CHLA/ABSC members & presenting the results to the Board
- Consulting with the JCHLA/JABSC editorial team on policies and procedures related to EDI issues
- Liaising with the Conference Planning Committee (CPC) to address EDI issues and ensure the annual conference (including CE) is inclusive and accessible to equity-seeking groups ¹
- Liaising with the Continuing Education Committee (CEC) to ensure that CHLA/ABSC's CE offerings include EDI-related topics and are accessible to equity-seeking groups.

Membership

The EDI Task Force will consist of at least five (5) members.

- Convener(s)
- Indigenous Matters Standing Committee Liaison
- Board Liaison

¹ including, but not limited to, those represented by race, sex, age, physical disabilities, sexual orientation, gender identity, neurodiversity, and socioeconomic status

- At least two (2) 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 in the EDI Task Force shall be open to any Canadian health library professional who has an interest in issues of EDI.

The simple majority of the members of the Task Force will constitute a quorum.

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

4. Terms/Tenure

The EDI Task Force has an initial term of three (3) years, from September 2020 to August 2023.

The **Convener(s)**² will be an EDI Task Force member. Term of office will be one year, renewable following discussion with the Board. The duties of the Convener(s) shall include:

- Convening bi-monthly meetings (including preparing the agenda)
- Taking minutes and posting approved minutes to the EDI Task Force Project Space on the CHLA/ABSC website
- Compiling the EDI Task Force's annual report

The **Indigenous Matters Standing Committee** and **Board Liaisons** will be active members of the Task Force

5. Application Process

Membership on the EDI Task Force may be secured by submitting a written expression of interest detailing relevant experience or training in engaging with issues of EDI to the Convener.

6. Meetings

The Task Force will meet on a bi-monthly basis via Zoom. In addition, the Convener(s) will attend and participate in CHLA/ABSC board meetings and or JCHLA/JABSC editorial team meetings as needed. Additional meetings may be scheduled as needed throughout the year. Regular attendance at meetings is expected.

7. Minutes

² If desired, the Convener may appoint a co-Convener to support them in their role

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