Terms of Reference
OCULA Equity, Diversity and Inclusion (EDI)

Mandate

The OCULA Equity, Diversity, and Inclusion (EDI) Advocacy Group reports to OCULA Council to support initiatives on current issues and strategies related to EDI in Ontario's academic libraries. The group works to: encourage education, mobilize knowledge, organize professional development and communication opportunities, and compile and make available resources related to EDI advocacy initiatives in Ontario's academic libraries.

Responsibilities/Objectives

OCULA EDI will: provide advice on ongoing and foundational EDI issues; facilitate access to specialized expertise and resources on EDI issues and topics; cultivate networking and communication opportunities for OCULA and the wider academic library community; and, identify advocacy needs and resources (i.e. toolkits, experts, resources, associations) for the Ontario academic library community.

Deliverables

The goals of OCULA EDI are to: develop strong and sustained advocacy planning and strategies for EDI issues in Ontario's academic libraries; ensure that OCULA is developing its own, foundational knowledge on EDI work in academic libraries; serve in an advisory role and be available for consultation on issues related to EDI advocacy for academic libraries and library staff in Ontario libraries; and, liaise with OCULA and other OLA Divisional Councils on EDI matters.

Composition

Membership of OCULA EDI shall be inclusive will strive to include diverse representation from designated or traditionally marginalized groups (i.e., people who experience discrimination and exclusion as a result of unequal power relationships across economic, social, political, and cultural dimensions). Members will include representatives from both college and university libraries. Ex-officio members will include the sitting OCULA President and Vice-President.

As needed, working groups will be created to complete specialized, time-limited projects. Qualifications: OCULA or OLA members who have an interest in EDI advocacy in libraries or in the broader higher education sector. Members will bring expertise from their own work or lived experiences, while supporting an overall EDI advocacy mandate. Ideally, members should have advocacy experience, which may include: knowledge of current and systemic EDI issues that affect academic libraries; the development of

communication strategies (tactical and strategic); and experience creating or organizing educational and professional development opportunities, resources, and toolkits.

Resources and Budget

Resources required for OCULA EDI include:

- ongoing support from the OLA Executive Director, OCULA President, and OCULA Council members;
- OLA staff support for OCULA EDI sponsored communications, events, promotions, and logistics, as needed;
- OLA event video conferencing tools (i.e. Zoom)
- posting / archiving of materials on OLA website and file storage system (i.e. OCULA Google Drive)

OCULA EDI will operate without a designated operating budget or funding, but may raise funds for special projects and speaker fees through event registration, institutional sponsorship, or other means (with the approval of OCULA and/or OLA, as appropriate).

Timelines

Members of OCULA EDI should expect to attend regular meetings (60-90 minutes) via video conference. Meetings may involve a combination of educational opportunities for Members (e.g. discussion of EDI related readings or other materials, and how these may apply to the academic library or higher education sectors) as well as items related to advancing OCULA EDI's responsibilities, deliverables, and overall objectives.

OCULA EDI Chairs will report on the group's activities and business arising at meetings of the broader OCULA Council.

Minutes will be completed by a designated OCULA EDI Member and will be made available as soon as possible following meetings (ideally, not longer than 5 business days following the meeting). These items will be distributed to OCULA EDI Members through email and will be archived in the OCULA file storage system.

Terms of Appointment

OCULA EDI Members generally serve for a period of 2 years, with the option to extend. Individual Member's terms of service are staggered, to ensure deliberate overlap and annual renewal of the Membership to ensure knowledge transfer and consistency. Members are recruited from OCULA Council and the OCULA membership at large, as required. Co-chairs will be appointed annually from within OCULA EDI, with staggered terms of 2 years. Co-chairs are responsible for coordinating the agenda, facilitating meetings, ensuring portfolios are assigned, liaison with the OCULA President, and reporting to OCULA Council.