



BCLA Multicultural Services Interest Group

Terms of Reference

Approved by the BCLA Board: September 23, 2022

Mandate

Our mandate is:

- To advocate for equitable library services for culturally diverse communities
- To support library workers and others interested in services for culturally diverse communities

Objectives

Our objectives are:

- to identify relevant trends and gaps in services for culturally diverse communities;
- to improve access to library services, programs, and world language collections for culturally diverse communities
- to provide support to, and share information and experience with libraries and library staff in British Columbia
- to identify, explore, and where possible, address issues of racism and Equity, Diversity, and Inclusion (EDI)

Deliverables

In support of these objectives, the MSIG will:

1. Research issues and projects
2. Support the delivery of training
3. Create opportunities for professional development and education on relevant topics
4. Provide a platform and avenues such as meetings, mailing lists, tools, or subgroups for sharing resources and experiences
5. Recommend standards for services for culturally diverse communities

Composition

All library workers and information professionals interested in serving multicultural communities are welcome to join this group. This includes librarians, library technicians, library assistants, students in library studies, and those seeking work in the information or library field. No BCLA membership is required to participate or attend events or meetings.

The Multicultural Services Interest Group is part of BCLA. To run for/hold office, you must be a member in good standing of BCLA.

Resources and Budget

BCLA supports this group with following resources: website section and listserv management.

Special professional development events may include a registration fee in order to fund the event (e.g., room rental, catering). Funds will be managed through the BCLA office.

Timelines and Tools

The group typically meets four times in a calendar year (Sept/Oct, Nov/Dec, Feb/Mar, Apr/May). Working groups within the committee may meet in addition to these times to accomplish project work.

Meeting location may change based on availability of a meeting space or the choice for meeting virtually.

Before the start of fall, the Chair will propose a series of dates for the four meetings of the year (to occur from September to June). A decision will be made on a majority-based approach after input from members. The final series of dates will be sent to the group well in advance of the first meeting.

Meetings notices will be sent 2 weeks in advance with a call for agenda items and a reminder will be sent 1 day in advance with the prepared agenda.

The Chair will record the minutes and post them on the BCLA website. A notice will be sent to the listserv with the URL to the minutes. Request for changes or updates to the minutes can be sent to the chair and will be applied to the posted minutes without delay.

The preferred model for decision-making is consensus. Secondary is majority-based. Quorum is not required for decision making.

Type of Committee

BCLA Interest Group:

- Purpose of an interest group is to allow members of the Association to correspond on a common interest in some aspect of library service
- Established by Board resolution, upon receipt of application to create the group, with not less than 10 members of the Association in good standing
- Continuing group provided there is sufficient attendance/members and that the group follows the Association's bylaws and policies.

Term of Appointment

The committee is an ongoing group. It comprises the following executive roles:

- Chair: Responsible for planning and chairing group meetings, liaising with BCLA, and supporting the group's initiatives and activities.
- Vice Chair: Incoming Chair (role is filled as possible/needed).
- Secretary: Responsible for minute taking and communication.

There are no term limits. The minimum commitment in these roles is one year. Executives will provide reasonable notice before stepping down in their role, and put out a call for expression of interest to determine their replacement.

If there are several interested parties for one role, the executive will work together with those interested on a plan (e.g., co-chairs, chair & vice chair for one year, agreed upon terms in advance) that will allow participation for everyone.