



**Employment Resource Group (ERG)
For
Black, Indigenous, and Racialized Staff**

**Terms of Reference
Last Edited: November 23, 2020**

Purpose

An Employee Resource Group (ERG) is intended to be of value and benefit to both the individual members of the group and to the organization. Accordingly, the Black, Indigenous, and Racialized Staff ERG has been established to contribute to the following goals:

At the individual level goals – for racially minoritized staff members:

- To improve community and coalition building within and across communities;
- To amplify voices in relation to issues and needs elevated for institutional attention;
- To support the development of knowledge, skills, confidence, and networks to facilitate career growth and leadership opportunities; and
- To increase awareness of and ability to navigate institutional systems.

At the organizational level – for racially minoritized staff members:

- To improve the sense of connectedness, belonging and empowerment;
- To improve understanding of and responsiveness to staff experiences;
- To Engage with more race-conscious professional and leadership development activities; and
- To enhance organizational strategy alignment and innovation.

Strategic Alignment

[McMaster's Equity, Diversity and Inclusion \(EDI\) Strategy](#) (2019) has a vision "to attract and engage a campus community of learners, scholars, practitioners, and leaders that reflects local and national demographic diversity, including groups historically and contemporarily underrepresented, underutilized, and underserved in higher education" (Pillar 3, McMaster's EDI Framework for Strategic Action). The ERG for Black, Indigenous and Racialized Staff is one initiative which support the strategic objective "to enhance opportunities for meaningful consultation with, engagement of, and provision of support" to historically underrepresented and underserved community members (Objective 5, EDI Action Plan, 2019 – 2022).

Budget and Sponsorship

The Associate Vice-President Equity and Inclusion and the Assistant Vice-President & Chief Human Resources Officer are the executive sponsors of the Staff ERG. These Offices will collaborate to provide a budget of up to \$10,000 for the pilot year.

Membership

Membership is open to any McMaster staff¹ member who identifies as a member of a Black, Indigenous and/or Racialized community. A Leadership Team consisting of a Chair and two Vice-Chairs will lead the ERG with support from and consultation with a team of two liaisons from relevant President's Advisory Committee on Building an Inclusive Community (PACBIC) Working Groups.

Leadership Team

- Co-Chair
- Vice-Chair
- Vice-Chair

Ex-officio Liaisons (non-voting)

- Race, Racialization, and Racism (R3) Working Group Staff Member, PACBIC
- First Nations, Métis, and Inuit (FMNI) Priorities Staff Member, PACBIC

EIO and HRS Support

The Equity and Inclusion Office (EIO) and Human Resource Services (HRS) will provide relevant expertise and consultation through the Inclusion and Anti-Racism Education Program Manager, EIO and Employment Equity Specialist, HRS.

See Appendix I for a list of responsibilities for each of these roles.

Terms and Time Commitments

The Chair will hold a two-year term and Vice-Chairs will hold one, two- or three-year terms to suit their availability, but which are sufficiently staggered to ensure continuity.

¹ Staff are employees of the University including, but not limited to: The Management Group (TMG), unionized employees, temporary employees, casual employees, non-teaching staff, Sessional Faculty, Post-doctoral Fellows, and Teaching Assistants.

At least three two-hour annual events will be scheduled for the full membership: a social community development event, and two career development events (focusing on either professional development and/or leadership development).

The Leadership Team will meet at minimum twice a term (or at the call of the Chair) for one hour during each meeting to plan activities. The Leadership Team members may also spend up to two hours a term outside of these meetings to follow-up on leadership team tasks, as well as up to two hours a term to plan and coordinate tasks associated with their unique roles and responsibilities.

Each of the members of the leadership team can expect to spend a total of approximately 30 hours annually on leadership team planning meetings (8 hours), time to follow-up on leadership team tasks (8 hours), meetings of the ERG membership (6 hours), and time to plan and follow-up on role-specific tasks (8 hours).

The Staff Members acting as Liaisons with R3 and FNMI will be elected by co-conveners through a process approved by the respective Group. They can expect to spend a total of eight hours attending leadership team meetings to provide relevant consultation and communication.

Nomination and Selection Procedures for Chairs

Vacancies for the Chair and Vice-Chair positions will be posted and widely distributed.

An open call for nominations (including self-nomination) will include a request for a statement of interest to be submitted to the sitting Leadership Team.

Members of the Leadership Team should be selected on the basis of relevant skills described in the statements of interests and which relate to the role to be filled, with an aim to ensure diversity of backgrounds, experiences, employee group representation, and unit affiliation.

Statements of interest will be reviewed by the Leadership Team and individuals recommended to the AVP/CHRO and AVPEI for endorsement.

The AVP/CHRO and AVPEI will send a jointly signed letter of invitation to the selected individuals, copying their supervisor and unit head.