

Humber Polytechnic Black/African Employee Resource Group

(ERG) TERMS OF REFERENCE

PREAMBLE

Humber has identified as its Strategic Priority #7 under Pillar #3, Healthy and Inclusive Community, to continue to build a diverse and inclusive community of exceptional students, faculty and staff. The specific supporting action is to establish and implement an institutional framework and strategy for equity, diversity and inclusion that addresses the needs of both students and employees. To that end, Humber's Equity, Diversity & Inclusion (EDI) Taskforce has formed the **Black/African Employee Resource Group (ERG)**.

This document is meant to be a guide to help the ERG accomplish its goals. In addition, the ERG will develop a yearly work plan that is action-oriented and focuses on attainable goals outlined below. Please feel free to contact ERG Co-chairs to explore your active and committed involvement in the group.

Our ERG aims to:

1. increase support, knowledge, and skill development for career management and strategies for advancement at Humber.
2. promote research, increase information sharing and discussion on topics that will allow Black faculty and staff to better understand challenges and barriers which need to be overcome to succeed at the institution.
3. promote Humber's brand and help the institution grow into a leader when it comes to the ways the institution supports Black staff, faculty and students.

ARTICLE I: NAME

1.1 NAME

This ERG shall be known as the Humber Polytechnic Black/African Employee Resource Group (Black African ERG, B/AERG, ERG)

ARTICLE II: MISSION

2.1 MISSION

The Mission of the ERG is to be a strategic partner with Humber to promote a culture of diversity and inclusion through continuous learning.

ARTICLE III: MEMBERSHIP

3.1 ELIGIBILITY

Membership in the ERG is available to all who identify as Black/ African Humber employees. The ERG shall record the names and department of all members. All members are eligible to chair or join committees, become candidates for elected office (should there be such offices in the future), and vote in ERG elections (should such a process be necessary). Please note member attendance is mandatory and in the event of an absence, members must send regrets to BlackERG@humber.ca.

Members are allowed to miss no more than 3 meetings over the course of a calendar year (January to December). If more than 3 meetings are missed by a member, the Co-chair(s) will initiate a conversation with the member to discuss membership eligibility. Membership may be discontinued.

3.2 MEMBERSHIP MEETINGS

There shall be monthly meetings of the ERG on a date and location and time to be designated by the membership. This meeting shall be held at a specified location (via Microsoft Teams at this time until a hybrid meeting format can be developed) and announced to members of the ERG at least 1 month in advance. The ERG Co-chairs shall send a notice of each regular meeting to the membership list of the ERG. The agenda for meetings will be set by the Co-chairs.

The members of the group will commit to:

- attending all scheduled meetings or send regrets in advance of meetings
- wholeheartedly champion the network within and outside of work
- active participation in all scheduled meetings, including providing input and feedback
- notifying members of the ERG, as soon as practical, if any matter arises which may be deemed to affect the development and smooth operation of the ERG
- supporting the provision of a 'safe space' for all members by respecting the privacy of the ERG and its members

ARTICLE IV: STRUCTURE AND OPERATIONS

4.1: LEADERSHIP, ROLES & RESPONSIBILITIES

The ERG shall have two Executive Sponsors, two Co-leads/ co-chairs and the Office of Human Rights and Harassment Liaison as core administrative team members.

The Executive Sponsors shall:

- Accept brief report from the ERG on the work completed by the ERG at an agreed reporting frequency.
- Attend special or specific meetings to ensure that the ERG's goals are aligned with Humber's overall strategy
- Gather support, communicate goals and manage resistance from senior leadership.

The Co-chairs shall:

- Call and chair meetings
- Develop the meeting agenda with the staff liaison
- Review and revise meeting minutes
- Oversee the introduction of new members
- Communicate with and disseminate information to ERG members
- Confer with the core administrative team members on matters related to the ERG's work
- Write an annual report summarizing the ERG's activities and achievements during the year
- Represent and speak on behalf of the ERG as needed
- Submit monthly communique posts seeking new members and send the document to the liaison for their feedback
- Not cancel meetings without receiving input from the entire general membership

The Office of Human Rights and Harassment Liaison shall:

- Act as Co-chair when one is not available
- Provide advice to Co-chairs as needed
- Help coordinate meetings between the Office and the ERG
- Assist Co-Leads with quarterly reporting that will be shared with the EDI Taskforce Leads and the Executive Sponsors

4.2: TERMS OF OFFICE

The ERG will elect two co-chairs from among its members.

One Co-chair will be elected for a two-year term every year at a designated monthly meeting. Chairs can serve for a maximum of 2 terms. Both Co-chairs shall not be from the same stream of work – i.e. two professors as Co-chairs.

Qualifications:

- An understanding of the roles and responsibilities of the ERG
- Ability to provide democratic leadership for the ERG
- Ability to represent the collective voice of the ERG inside Humber
- Desire to work constructively with staff and other ERG members
- Is respectful of differences and supports the inclusion of all voices at the table

ARTICLE V: PRINCIPLES

5.1 GUIDING PRINCIPLES

The Core Administrative Team will adhere to the following:

- Feedback and/or review of documentation is to be provided within the timeframe requested by the ERG
- Speaker confidentiality is preserved to promote open discussion
- Resolution of dissenting issues shall be achieved by a vote of members, with the EDI Lead having the casting vote in the event of a tie.
- Equity, diversity and inclusion as key principles of successful change
- management
- Equity is sustained through member commitment and modelling
- Equity is the mechanism through which diversity and inclusion are achieved
- Equity is experienced differently for different people based on the intersection of identities
- Equity builds on and enhances previous and existing initiatives

5.2: ADOPTION AND AMENDMENTS

These Terms of Reference shall be reviewed no fewer than every three years. Changes shall be approved by the membership.

5.3: EXECUTIVE SPONSOR

Advocacy and Leadership: The Executive Sponsor (ES) acts as an advocate for the BAERG, supporting its mission and goals. The ES will provide leadership and guidance to ensure BAERG aligns with the organization's overall purpose.

Representation: The ES will represent and support BAERG's interests with Humber's leadership team, broader Humber community and external stakeholders.

Support: The ES offers support to the ERG's development, helping shape their strategic goals and ensuring it receives the necessary resources to operate.