Connections and Conversations

St. George Chapter: Terms of Reference

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1.0 BACKGROUND

Connections and Conversation is an affinity group for racialized and Indigenous staff members at the University of Toronto. There are currently three Chapters – one for each campus: Mississauga, Scarborough, and St. George. Though Connections and Conversations was initially led by a tri-campus steering committee, this committee was dissolved in 2018 and replaced by executive teams. In its new leadership structure, Executive Members are selected to lead the different chapters. Each chapter has its own executive leadership team and its own terms of reference.

2.0 MANDATE AND OBJECTIVES

Connections and Conversations St. George contributes to the mission of the University of Toronto by furthering equity, inclusion, and diversity at the University of Toronto[1] [2] [3]. The mandate of Connections and Conversations St. George is to support racialized and Indigenous staff members at the University of Toronto. This is achieved through the following objectives:

- Offering professional development opportunities that support our members in navigating and advancing within the University
- Providing a space for sharing experiences, de-stressing, and socializing, which facilitates peer-to-peer connection and increases sense of belonging.
- Advocating for resources and support to address individual and systemic challenges faced by members
- Providing a forum for effective communication and information-sharing on issues affecting racialized and Indigenous members.

[1] University of Toronto Strategic Mandate Agreement 2017 (p.11)
[2] University of Toronto Governing Council Statement on Equity, Diversity and Excellence
[3] University of Toronto Mission

3.0 MEMBERSHIP

3.1 Membership and Participation

All staff members at the St. George campus who identify as racialized or Indigenous are welcome to be members of Connections and Conversations St. George. Racialized and Indigenous staff members at the Scarborough and Mississauga are welcome to participate in St. George chapter activities. Members are encouraged to attend Connections and Conversations monthly meetings, and special events, and to join the listserv. The Connections and Conversations email listserv will serve as the membership list and will be maintained by the C&C Executive Committee (C&CEC).

3.2 Voting

From time to time, the C&CEC may propose changes to the structure, terms or procedures of C&C. All such changes will be subject to a membership vote. The C&CEC shall advise whether the voting procedure is confidential or open. All confidential votes shall be carried out by closed ballot. All open votes shall be carried out by show of hands. Simple majority shall rule; confidential vote by majority of ballots received, and open vote by majority of persons present and voting. 20% of the membership must vote to constitute quorum.

4.0 SELECTION OF C&CEC MEMBERS

4.1 Eligibility

All members are eligible to run for positions on the C&CEC.

4. 2 Composition of C&CEC

It is recommended that the St. George C&CEC should be composed of a minimum of 6 members, which may include Co-Chairs.

4.3 Nominations

Typically, each spring, the C&CEC will send out an invitation (Appendix 1) to members to self-nominate for positions on the upcoming year's C&CEC.

4.4 Selection Process

The out-going C&CEC shall review all applications and select one chair (or two co-chairs) plus 4-8 nominees to serve as the incoming C&CEC. Ideally, a variety of sectors from across the St. George campus will be represented on the C&CEC. As this may not always be possible, it is not mandatory. The C&CEC will notify successful nominees within a month of the end of the nomination period.

Incoming C&CEC members shall participate in at least one leadership transition meeting with the outgoing C&CEC by June 30.

4.4 Term

C&CEC members shall serve a one-year term, from July 1st to June 30th. C&CEC members may remain for a second one-year term.

4.5 Outgoing Executive Committee Members

One or two outgoing C&CEC members may serve in an advisory capacity to the incoming C&CEC and may or may not attend meetings, at their discretion and the discretion of the incoming C&CEC.

5.0 ROLES AND RESPONSIBILITIES OF THE C&CEC

5.1 Chair/Co-Chairs

The Chair/Co-Chair is responsible for coordinating the efforts of the full C&CEC, and for liaising with HR and Equity (e.g. ARCDO).

5.2 C&CEC Activities

The C&CEC shall organize monthly C&C membership meetings, as well as special events or programs that further the objectives of Connections and Conversations St. George. C&CEC will also communicate with the listserv on a regular basis to keep members informed and up to date.

5.3 Annual Tri-Campus Event

The three C&C chapters will take turns hosting an annual tri-campus C&C event. The hosting C&CEC is encouraged to keep other chapters and ARCDO informed to ensure effective planning.

5.4 Annual Tri-Campus Executive Retreat

C&CEC members will attend an annual retreat for C&CECs from all three chapters, hosted by ARCDO. The purpose of this retreat is networking, information sharing, education, and planning (which includes annual budget allocations for each chapter).

5.5 Formation of Working Groups

The C&CEC may decide to form working groups in order to further specific initiatives. A working group is defined as a group of C&C members working together temporarily on a specific goal or project. All C&C members are eligible for participation in working groups and members will be selected by a call for volunteers.

6.0 ACCOUNTABILITY TO STAKEHOLDERS

The C&CEC report to and are accountable to C&C members.

The C&CEC, on behalf of the C&C members, make recommendations and provide updates to ARCDO.

The C&C working groups report to C&CEC.

7.0 OPERATIONS AND COMMUNICATIONS

It is encouraged that the C&C monthly meeting agendas, materials and discussions are recorded (in an anonymized manner) to preserve knowledge and insights generated by membership; this can be sent via listserv and uploaded to the website. The C&CEC will upload relevant documents and files and the St. George Chapter SharePoint for archival purposes.

8.0 CHANGES TO TERMS OF REFERENCE

The terms of reference will be reviewed and updated as necessary to align with membership needs. Any updates made by the C&CEC will be distributed to the general membership via listserv for feedback.