

ARL Code of Conduct Implementation Task Force

Purpose

The Code of Conduct Implementation Task Force will develop an implementation plan for the Code of Conduct.

Charge

The Code of Conduct Implementation Task Force is responsible for reviewing the recommendations regarding the implementation of the Code based on an assessment by The Kaleel Jamison Group, Inc. The task force will provide the Board of Directors with a plan for implementing the recommendations, including Code of Conduct procedures, ARL staff and membership professional development opportunities, and other recommendations and associated implementation guidance.

Membership

- The task force reports to the president of the ARL Board of Directors.
- The task force is chaired by Board member Vivian Lewis (McMaster).
- The task force is composed of five to six member representatives keeping in mind the diversity of the group and key connections within ARL membership. Representatives to include: member from the Diversity, Equity, and Inclusion Committee; member from the Member Engagement and Outreach Committee; a representative from the 2018–19 Leadership Fellows cohort; Mark A. Puente, Senior Director of Diversity and Leadership programs; an additional ARL staff member; and two to three other ARL members as identified by the Executive Committee and Executive Director.
- ARL administrative staff will be assigned to support the organization of meetings and assist with the management of documents generated by the task force.

Terms

- Members of the task force will serve for the term of the project.
- The task force will issue the plan to the Board in time for the July 2020 Board Retreat.

Areas of Responsibility

The task force will:

- Create a Code of Conduct implementation plan to be presented to the Board and then to the Membership at the May 2020 meeting. It will:
 - Create Code of Conduct procedures,
 - Draft recommendations for implementation,
 - Identify opportunities for education, professional development, and support for ARL staff and members so that the Association (staff and members) is equipped to manage and contend with potential violations of the Code and address them appropriately, and
 - Consider and ensure that the implementation is integral to the development of a more more inclusive association.
- The task force will meet as follows:
 - An initial one-hour Zoom meeting to discuss the scope of work, documents to review, and establish the timeframe (January–February)
 - A two-hour working session in which the group reviews the Code of Conduct procedure and develops draft implementation recommendations (February)
 - A one-hour meeting to prepare the task force’s presentation with recommendations to the Executive committee prior to the Board meeting (April)
 - Present final recommendations to the Board (April or May)
- Present final recommendations/process to the membership during the May Association Meeting.
 - The task force will identify whether additional meetings are needed to complete the work.

Guiding Principle

The ARL Code of Conduct will be a helpful tool for ensuring that all ARL members and staff are treated with dignity and respect and that physical and virtual environments are conducive to optimal engagement

Approved by the Executive Committee, January 17, 2020