

## **Leadership and Career Development Task Force**

### **Purpose**

The purpose of the Leadership and Career Development Program (LCDP) Task Force is to advise and assist ARL Staff with the programming and delivery of the LCDP.

### **Charge**

The LCDP Task Force reports to the Diversity, Equity, and Inclusion Committee and works with ARL Staff to ensure that the content and LCDP Fellow experience align with the program purpose and outcomes.

### **Membership**

The Task Force is composed of 6–8 members, including:

- 2–4 LCDP alum
- 1–2 ARL Member Representatives
- up to 2 ARL member institution senior leader
- Diversity, Equity, and Inclusion Committee representative
- Learning Network Committee representative

The Task Force roster, including the chair, and vice-chair roles, is approved by the Diversity, Equity, and Inclusion Committee.

The ARL director, Diversity, Equity, and Inclusion serves as the staff lead for the Task Force.

### **Terms**

The Task Force members serve for two years, staggering membership to ensure consistency between program cohorts. Task Force terms start dates are August 1 annually and end dates are July 31 annually.

Consecutive terms are permitted pending Diversity, Equity, and Inclusion Committee approval. If a member is selected to serve as chair and/or vice chair, their term will be

automatically extended to allow the completion of their responsibilities. Task Force vacancies and incomplete terms may be replaced at the discretion of ARL Staff with approval from the Diversity, Equity, and Inclusion Committee chair and vice chair. If a Task Force chair is unable to complete their term, the vice chair will assume the role of the chair and still be eligible to serve as chair for the following program year.

## **Responsibilities**

The Task Force meets for one hour each month via video conferencing platforms and otherwise as needed. Up to one hour per month of asynchronous work is anticipated. Additional commitments may include attending program sessions and events, and connecting with LCDP Fellows.

The Task Force is responsible for:

- Advising ARL Staff on program curriculum
  - program outcomes
  - learning outcomes
  - LCDP Fellow selection criteria and process
- Assisting ARL Staff with program implementation
  - identifying speakers and presenters
  - facilitating sessions—as subject matter experts
  - attending sessions when relevant
- Reviewing program assessment and evaluation results to provide feedback and recommendations to the Diversity, Equity, and Inclusion Committee and ARL Staff to shape changes for future cohorts and considerations for the Association

At least one member of the Task Force will serve on the LCDP Selection Working Group.

The chair will meet with the Staff Lead prior to the monthly Task Force meetings to plan the meeting agendas and address other program related needs. The vice chair may attend these meetings as availability allows. 1.3 hours per month of asynchronous work is anticipated.

## **Decision-Making**

The Task Force makes recommendations to ARL Staff and, as appropriate, to the Diversity, Equity, and Inclusion Committee.

## **Code of Conduct**

The Task Force adheres to the [ARL Code of Conduct](#) in all of its deliberations and activities.

Approved by the Executive Director September 2021  
Updated by the Executive Director May 2023