

ARL Diversity, Equity, and Inclusion Institute Task Force

Purpose

The purpose of the Diversity, Equity, and Inclusion (DEI) Institute Task Force is to advise and assist ARL Staff with the planning and implementation of the ARL DEI Institute. The planning of this institute, including the work of this task force, is supported by an [Institute of Museum and Library Services FY2023 Laura Bush 21st Century Librarian Program](#) award ([RE-254925-OLS-23](#)).

Charge

The DEI Institute Task Force reports to the Diversity, Equity, and Inclusion Committee and works with ARL Staff to provide guidance and inform the implementation of the curriculum as well as the project overall, including informing the selection processes for institute faculty as well as institute participants.

Membership

The Task Force is composed of 8–12 members, including:

- 4–6 individuals with content expertise in DEI and leadership responsibilities in academic and research libraries and archives
- 1–3 individuals representing allied organizations
- 1 individual representing the ARL DEI Committee
- 2 ARL Staff
 - senior director, Learning + Diversity, Equity, and Inclusion
 - director, Diversity, Equity, and Inclusion

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

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

Terms

The Task Force members serve for up to two years, staggering membership to ensure consistency between institutes. 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 connecting with institute faculty and participants.

The Task Force is responsible for:

- Assisting ARL Staff on institute curriculum
 - program outcomes
 - learning outcomes
 - faculty and participant recruitment and selection
- Advising ARL Staff with institute implementation
 - institute schedule
 - institute curriculum
 - institute assessment and evaluation
- Reviewing institute assessment and evaluation results to provide feedback and recommendations to the Diversity, Equity, and Inclusion Committee and ARL Staff to shape changes for future institutes and considerations for the Association

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. Up to 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](#) and its [values](#) in all of its deliberations and activities.

Approved by the ARL Executive Director August 2023