



OFFICE OF THE LAUC PRESIDENT

September 28, 2017

LAUC Committee on Diversity
Librarians Association of the University of California

TO: Ariel Deardorff, Chair, Committee on Diversity
FR: Matt Conner, LAUC President
RE: 2017-2018 Charge, LAUC Committee on Diversity

I am pleased to appoint you 2017-2018 Chair of the LAUC Committee on Diversity for a term commencing October 1, 2017 and ending September 30, 2018.

Administrative Structure

Please note that LAUC Committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once a committee's charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President.

Committee Background and Significance

Since its inception, the LAUC Committee on Diversity has focused on highlighting, celebrating, and expanding diversity within the UC libraries. It continues to have an important role in defining and describing the benefits of a diverse community of librarians and helping the UC libraries and LAUC work towards achieving this. The Committee on Diversity has a unique role in educating and advising the University on the need to not only recruit and retain the best and the brightest future librarians but to also consider the value of diversity.

General Charge

For 2017-2018, the Committee is charged with fulfilling its standing Charge as stated in Article VIII, Section 1.e.3 of the LAUC Bylaws:

- a. Advise the President and the Executive Board, and serve as a resource for other committees and LAUC divisions on issues and initiatives concerning diversity, recruitment, and retention in University libraries.
- b. Consider and develop recommendations and implementation strategies on matters and initiatives of diversity, recruitment, and retention in University libraries.
- c. Address other subjects at the request of the President on matters and initiatives of diversity, recruitment, and retention in University libraries.

Specific Charges for 2017-2018

1. Continue to regularly post profiles to the Meet our Members section of the LAUC website. Solicit new participants to be featured, and revise the campus rotation schedule of featured members, as necessary.
2. Continue to update and add entries to the LAUC [Diversity Resource page](#) as needed.
3. Consider and discuss changing the name of the Committee to Diversity & Inclusion Committee. If the Committee finds that a name change is warranted, propose an Amendment to the [LAUC Bylaws](#) following procedures listed therein.
4. Review and discuss previous LAUC diversity surveys, and make a recommendation as to whether a diversity survey should be conducted again, or if there are other ways of assessing diversity and inclusion efforts among UC librarians.

Timeline

As Chair of a standing committee, you will be expected to attend the monthly conference calls of the Board. If there is a conflict, just let me know, and we can work around it.

The Committee will need to present a mid-year report to the LAUC membership at the 2018 LAUC Spring Assembly. The report will include information on the committee's activities for the first half of the year, and plans for the remainder of the year. The Committee will also need to submit a final committee report to the President by September 1, 2018.

Reports should be submitted using the following format:

Reporting Guidelines

SUBJECT LINE: [Committee Name] Report

BODY OF MESSAGE:

TO: LAUC President

FR: [Committee Name]

RE: [Year (e.g., 2013/2014)] [Report Name (e.g., Final Report)]

Committee Charge:

Summary of Action Items:

Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

Committee Work and Meetings

Committee business should be conducted via email or through the use of other technologies, such as conference call(s) or chat.

Committee Expenses

The current LAUC Travel and Reimbursement Policy and Procedures document is linked to the LAUC homepage. Different Divisions may handle transactions differently and Committee members should check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Thank you for your service to the LAUC membership. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about the Charge.

Committee on Diversity

CHAIR:

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