

# CILIP BAME NETWORK

## Terms of Reference

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### Purpose

The Black Asian Minority Ethnic (BAME) Network is being established to provide a forum for members to share their experiences, support each other and network. The group will work together, with CILIP and with other partners for the advancement of BAME library and information professionals, with the objective of making the profession more diverse and inclusive.

This forum has been instigated as a result of an expressed need by BAME library, knowledge and information professionals to address CILIP's recognition that BAME professionals are under-represented in the library and information profession, as demonstrated in the 2015 CILIP/ARMA Workforce Mapping report.

The forum will contribute to discourse and policy development on equality, diversity and inclusion in the profession with a focus on BAME library and information professionals and the development of diversity in library and information services.

The BAME Network will achieve this through the following six (6) key goals:

1. Providing a forum where BAME library, knowledge and Information professionals can network to support each other and reduce feelings of isolation both socially and professionally.
2. Providing a forum through which prospective and current BAME library, knowledge and information professionals can work in order to facilitate their inclusion and advancement in the LKIS workforce.  

This work will focus on attracting new talent to the profession, recruitment, retention, progression and the development of BAME leaders. The above areas of focus do not exclude others which the BAME Network Committee may deem appropriate.
3. Identifying, providing and promoting training, mentorship, sponsorship and bursaries for BAME library, knowledge and information professionals in order to support the development of advancement and well-being.
4. Contributing to discourse, strategic planning, policies, publicity and actions of CILIP and other relevant organisations concerning equality, diversity and inclusion, particularly as it relates to BAME people. This will also include work about diverse collections, inclusive teaching and equality and diversity in the LIS curriculum and any other areas deemed to be relevant.
5. Providing a forum which enables BAME library, knowledge and information professionals to better understand the equality, diversity and inclusion challenges and opportunities in different sectors e.g. academic, health, etc.
6. Providing opportunities for the BAME Network to work with non-BAME library, knowledge and information professionals who wish to support the purpose of the BAME Network. To facilitate this such persons and organisations will be able to provide direct support by joining the Allies Forum.

## Membership

Membership of the BAME Network is open to **ALL** BAME library, knowledge and information professionals. Persons do not need to be a CILIP member in order to join the Network. All CILIP and CILIP Devolved members, members of Member Networks, staff and Trustees that are BAME are all eligible to join. Such members will be known as ordinary members.

Membership will be conferred after persons have completed an expression of interest form or have completed the online registration form.

Associated with the BAME Network will be the Allies Forum. Non-BAME persons or organisations who wish to register their support for the work of the BAME Network can do so by joining the Allies Forum online. All library, knowledge and information professionals who express an interest in joining the Allies Forum are eligible for membership. Other persons and organisations who express an interest in joining the Allies Forum will be considered after they have registered their interest in joining using the online registration form.

Members of the BAME Network will automatically be members of the Allies Forum.

## Governance

The BAME Network Committee is the body responsible for the management of the BAME Network.

### *Officers*

Chair, Vice-Chair, Secretary, Treasurer, Outreach, Marketing and Promotion and 3 other officers without portfolio.

### *Term of office*

Two years with the option to be re-elected for a second term of office. The CILIP Board may approve the re-election of a candidate for a third term at their discretion.

### *Attendance by Non-members of the BAME Network Committee*

Non-members of the committee may be invited to meetings of the committee at the discretion of the Chair.

### *Absence from Meetings*

A member of the committee absent without good reason for three consecutive meetings of the committee may have membership of the committee terminated by the committee.

### *Number of committee meetings*

The committee may meet as many times as it deems necessary for the dispatch of business and adjourn or otherwise regulate their meetings as it thinks fit and may hold meetings in person or by suitable electronic means.

### *Procedure at committee meetings*

The BAME Network is required to run effective meetings and take a reasonable and responsible approach to procedural propriety.

### *Meeting Chair*

The Chair of the BAME Network will chair the meeting. Otherwise the meeting shall elect a chair from persons present.

### *Agenda:*

The agenda will be set by the Chair with provision for input from committee members.

***Committee Papers:***

Meeting papers will be circulated 5 working days in advance of the meeting by the Secretary using email or a shared workspace.

***Sharing of Information and Resources***

The BAME Network Committee will share information using Google Drive, and other tools as required.

***Quorum***

The quorum necessary for decisions to be made at meetings of the committee shall be one third plus one member of the committee present in person or by electronic means.

***Voting by Committee***

Voting at committee meetings will be determined by the majority of the votes of committee members present in person or by electronic means, by a show of hands or secret ballot as appropriate. If there is an equality of votes, the Chair will have a second or casting vote.

***Sub-Groups and Task and Finish Groups***

The BAME Network Committee may establish sub-groups as required for the effective conduct of BAME Network business.

The BAME Network Committee will ensure appropriate CILIP staff are given up-to-date information about any sub-Groups.

The BAME Network Committee will be accountable for the governance, activities and finances of any such sub-group or sub-groups and for adequate reporting by sub-groups to the parent BAME Network committee.

The BAME Network Committee may establish task and finish groups as required for the effective conduct of BAME Network business.

The BAME Network Committee will be accountable for the governance, activities and finances of any task and finish groups and for adequate reporting by task and finish groups to the parent BAME Network Committee.

***Election of officers***

Candidates must be nominated by at least one (1) ordinary member of the network. Any ordinary member of the BAME Network can stand for office but the role of Chair, Vice-Chair, Secretary and Treasurer will be reserved for ordinary members who are also CILIP members. The Vice-Chair will serve as the Returning Officer.

The electoral process will be defined in Appendix A. (tbc)

***Reporting arrangements***

The committee will report to the CILIP Board of Trustees twice a year with the option to bring matters to the Board as required.

***CILIP support for BAME Network Committee***

CILIP will provide induction support and advice and develop induction materials for all incoming committee members

CILIP will maintain and develop a BAME Network shared site in order to provide a place for key CILIP documents, guidance, support and tools for BAME Network members working on behalf of the BAME Network.

The Equalities and Diversity Manager will provide support, guidance and information to the BAME Network Committee members and as appropriate facilitate access to CILIP resources. This officer will raise issues on behalf of the BAME Network where appropriate, to other CILIP staff. They will also endeavour to attend one committee meeting or event of the BAME Network per year.

### ***Collaboration within CILIP***

The BAME Network Committee will work with Member Networks and other committees to contribute to and develop policy.

A representative of the BAME Network will attend all Member Network Day activities.

The BAME Network Committee will be an integral part of equality, diversity and inclusion policy and initiatives at CILIP

### ***Collaboration with external organisations***

The BAME Network Committee will develop relationships with other library and information professional organisations in order to achieve the purpose of the network, to share our experiences and to develop linkages with other BAME professionals globally.

The BAME Network will develop relationships with other organisations which can help the BAME Network to achieve its purpose. Such relationships will be approved by the CILIP CEO or their representatives.

### **Funding**

CILIP will at a minimum, provide funds to support two face to face meetings of the BAME Network committee and attendance by committee members at the BAME Network Annual Conference.

CILIP will provide additional funds and resources to support marketing and promotion, outreach work, training and the BAME Annual Conference.

The BAME Network Committee will augment CILIP funding by raising funds to support its work. Donations, grants or other external funds will be approved by the CILIP CEO or their representative.