



## Canada's LGBTQ2+ Archives

### Anti-Racism, Diversity, and Inclusion Plan

Please note that this is an evergreen document, and it was last updated on 2022-05-19. The Board of Directors reviews this document at each monthly board meeting.

	Action item	Status	Update
1.	The ArQuives Board of Directors will seek legal advice on advocacy and the CRA. Review resources for charities about political activities.	Completed	See item 2.
2.	Creation of an Advocacy Policy for The ArQuives.	Completed	Board has created an Advocacy Policy that was approved in December 2020. The policy is available on our website.
3.	The ArQuives Board will take a formal and published stance on historical inequities and diversity and inclusion.	Completed	The Board has created a Historical Inequities statement. This statement has been published on The ArQuives website on the “about us” page with access to a PDF version included.
4.	Ongoing third-party Anti-Racist, diversity, and inclusion training for all Board members, staff, and	Completed	Mandatory Continuing Professional Development for Staff and Board members has been created. Training

	volunteers.		has been sourced and staff began training in March 2021. Volunteer (including Board) training will be guided by the Diversity and Inclusion Committee (item 12).
5.	Better transparency regarding The ArQuives Policies for volunteers and the public.	Completed	Policies related to volunteers and conflict resolution have been published on the new website. Volunteers now receive all updated policies via email after they have been approved by the board.
6.	Improve volunteer and member access to communication with The ArQuives board.	Complete	A board “contact us” has been added to the website.
7.	To create space for volunteers to be able to share information and communicate with each other.	In Process	The ArQuives has created an all-volunteer Basecamp space for internal communication between volunteers, which will open in the spring of 2022. Everyone will have access and will be able to post, and it will be moderated by administrative staff.
8.	Give researchers, volunteers, and staff the ability to self-identify.	Complete	Intake forms for researchers, volunteers, and staff have been updated or created and will be in use starting when we re-open to volunteers and the public in 2021.
9.	Create a point person to meet with people and to eventually have office hours as a way of supporting volunteers experiencing microaggressions or other forms of discrimination.	On hold	As most volunteering is on hold during the COVID-19 lockdown, this item will be worked on once there is a clearer idea of reopening. The Diversity and Inclusion Committee will include this item as part of their work plan.

10.	Planned initiatives for both archival projects and community support for QTBIPOC communities.	Ongoing	Planning for 2021 projects has already started, and partnership agreements will be put in place shortly. This item will always be ongoing and will not be marked as “Complete.”
11.	Engage more staff and volunteers from under-represented communities, with plans for retention, recruitment, and succession.	Ongoing	An updated Board succession plan for 2021 was started in September 2020. Call for Board Members and an Interim Executive Director were made public in March 2021. Formal retention, recruitment, and succession planning for staff and volunteers will begin in 2021. This item will always be ongoing and will not be marked as “Complete.”
12.	Creation of a Diversity and Inclusion Committee to help guide the board in establishing training for volunteers.	In Process	<p>Diversity and Inclusion Committee Terms of Reference have been created and will be brought forward to the board in June 2022.</p> <p>A call for committee volunteers will happen both internally and externally in June 2022.</p> <p>The Committee will meet to establish guidelines for volunteer training which will begin in the summer of 2022 (Item 4) and appoint a point person for volunteer contacts (Item 9).</p>
13.	Find additional partnerships to ensure the ongoing Diversity and Inclusion of engaging new audiences, membership, and collections.	Ongoing	In early 2021, The ArQuives joined the third cohort of <a href="#">Cultural Pluralism in the Arts Movement Ontario (CPAMO)</a> to increase our knowledge and skill base around pluralistic leadership, engagement, collections, membership, and programming.

14.	Creation of a Collection Description Policy.	In Process	A Collection Description Policy is being created to ensure transparent description practices at The ArQuives.
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