Vice-Chair (Staff)

President’s Advisory Committee on Building an Inclusive Community (PACBIC)

The President’s Advisory Committee on Building an Inclusive Community (PACBIC) is co-chaired by the Associate Vice-President, Equity and Inclusion, as ex-officio voting member, and a McMaster University faculty member. Together with the Vice-Chair (Staff) and the Vice-Chair (Student), the Co-Chairs comprise the PACBIC Chairs Committee, and they also sit as members of the Priorities and Planning (P & P) Executive Committee of PACBIC.

Criteria for Membership

PACBIC members will have a demonstrated commitment to equity, diversity and inclusion (EDI) and understanding of the barriers faced by members of equity-seeking groups, preferably through direct lived, professional or academic experience in these areas. Such commitment and experience may be in areas such as labour and employment matters, educational equity, inclusive pedagogy, emancipatory approaches to research and knowledge building, social justice and human rights advocacy and activism, or previous experience working on related University committees.

The Vice-Chair (Staff) of PACBIC will possess:

a) Versatile communications skills: ability to engage with the diverse equity-seeking communities represented on campus and with student, staff and faculty constituencies; ability to listen well and learn about experiences of exclusion and discrimination; ability to explore with staff and faculty how taken for granted practices and policies may reproduce inequities and how they may be redressed through collaborative problem-solving.

b) Demonstrated knowledge of and attention to local and global issues and social movements and how they impact the University's diverse communities.

c) Ability to translate EDI values into the actionable terms for policies and practices and to identify and engage the offices or individuals with responsibility for such actions.
d) Knowledge, substantial experience and keen ability to effectively navigate the University’s administrative structure.

The Vice-Chair (Staff) is responsible to:

a) Work in collaboration with the PACBIC Co-Chairs and Vice-Chair (Student) who comprise the PACBIC Chairs Committee.

b) Foster and support the implementation of PACBIC’s Mandate and Terms of Reference.

c) Represent PACBIC in a manner that illuminates its function, increases its visibility and advances the community’s responsibility for building an inclusive organizational culture.

d) Attend all PACBIC and P & P Committee meetings; and, assist in the preparation of the agenda and review of the minutes.

e) Chair PACBIC and the Priorities & Planning Committee in the absence of both the Co-Chairs (the Faculty Co-Chair and the AVP, Equity and Inclusion).

f) Assist the Faculty Co-Chair in the preparation of PACBIC’s Annual Report and its presentations to the University Planning Committee (UPC), Senate and Board of Governors.

g) Work with the Chairs Committee to communicate PACBIC’s response to requests for consultation on institutional changes and developments.

h) Sit as a member of the Membership Nomination Committee and work closely with the Committee to ensure a balance of group and individual stakeholders across campus.

i) Contribute to discussions, as requested, to guide the administration of PACBIC’s budget which is administered by the Equity and Inclusion Office.

j) Support PACBIC Working Groups, as needed.

k) Attend PACBIC-supported and other campus events related to EDI, both to be supportive and to learn about how PACBIC may be able to contribute or draw forward future participants.

Resources and Supports

The President and Provost provide institutional support, concretized in the provision of a budget for PACBIC initiatives and projects (currently $25,000 annually).
The Equity and Inclusion Office supports PACBIC and the Faculty Chair in multiple ways:

a) The Associate Vice-President, Equity and Inclusion provides consultation on matters that relate to the PACBIC mandate, as needed.

b) The Senior Manager, Education, Outreach and Support, attends the P & P meetings and advises on planning and operational matters and, where possible, provides contextual information related to emerging campus and community issues that are relevant to PACBIC’s work.

c) The Executive Assistant to the AVP, Equity and Inclusion provides administrative support to PACBIC with respect to budget, arranging meetings, communication, etc.

d) An Equity and Inclusion Office team member is designated to each PACBIC working group to provide expertise in the substantive area of the group’s work, and to advise on developing its linkages to relevant campus groups and offices, as required.