

Truth and Reconciliation | Communications Standing Committee

Terms of Reference

Purpose

The Truth & Reconciliation Communications Standing Committee will bring together Indigenous and non-Indigenous McMaster University community members to collaborate on initiatives that ensure Truth & Reconciliation (T&R) is embedded in communications activities across the university year-round, in a coordinated and thoughtful way.

For the institution, the outcomes of the T&R Communications Standing Committee include:

- The development of a year-round communications plan that:
 - Highlights the ways the non-Indigenous campus community can educate themselves about Indigenous histories and cultures
 - Signals institutional support around the importance of working toward Truth and Reconciliation
 - Creates content that focuses on the stories and experiences of Indigenous people, and that celebrates milestones and successes
 - Identifies opportunities to frame existing stories and other content through this lens
- Develop and maintain website home for all McMaster activities, stories, events that advance Truth and Reconciliation
- Develop collaborative and well-planned communications campaigns around National Day for Truth and Reconciliation (NTDR) and Indigenous History Month
- Support the planning, execution and communication of campus-wide events that advance Truth and Reconciliation

Strategic Alignment

The Truth & Reconciliation Communications Standing Committee will ensure that events and communications align with McMaster University's [Indigenous Strategic Directions](#) and support ongoing reconciliation efforts in response to the [Truth & Reconciliation Commission of Canada's Calls to Actions](#). The committee will operate with an understanding that reconciliation efforts are an ongoing process of dismantling colonial regulatory environments and not simply a singular event or series of events.

Budget and Sponsorship

The Truth & Reconciliation Communications Standing Committee will be accountable to the Joint Indigenous-Administrative Consultation Group (JIACG) and the Indigenous Education Council (IEC).

Recommendation to request financial support from the Office of the President and Office of the Provost to cover cost of:

- Stipend for Indigenous committee members in recognition of lived experiences and intergenerational trauma
- Funding for a university wide event for NDTR

- Additional funding pool available university-wide through an application process that will be reviewed by the Truth & Reconciliation Communications Standing Committee and JIACG
- Costs associated with the development of a central website to promote resources related to Truth & Reconciliation communications, events, and initiatives year-round.

Membership

The Truth & Reconciliation Day Committee will consist of representation from a balance of Indigenous and non-Indigenous staff, faculty, and students.

Indigenous (10)	Non-Indigenous (6-10)	Communications Sub-Committee (10)	
Co-Chair	Co-Chair	Office of the Provost & Office of the President	Co-Chairs
IEC Staff	Office of the President	IEC Communications	
IEC Communications	Office of the Provost	Central Communications	
ISS Staff	Central Communications	University Advancement	
ISD Staff	University Advancement	School of Business	
IHLL Staff	Faculty (1 or 2)	Faculty of Engineering	
MIRI Staff	Staff (1 or 2)	Faculty of Health Sciences	
Faculty	Student	Faculty of Humanities	
Staff		Faculty of Science	
Student		Faculty of Social Sciences	

- Co-Chairs will be selected from Indigenous and non-Indigenous faculty members
- Representation from Indigenous Education Council (IEC), Indigenous Student Services (ISS), the Indigenous Studies Department (ISD), the Indigenous Health Learning Lodge (IHLL), and the McMaster Indigenous Research Institute (MIRI) will be determined by each department; staff from these teams are also eligible for the Indigenous Staff position if no other Indigenous staff members come forward from other areas of the University.
- Representation from Office of the Provost, Office of the President, and Communication teams will be determined by each office and are interchangeable based on availability and operational needs

Membership Terms

- Co-Chairs: One or two-year terms, renewable. Terms for each Co-Chair will be staggered sufficiently to ensure continuity
- Staff, student, and faculty – One-year term, renewable
- Representation from IEC, ISS, ISD, IHLL, and MIRI will be determined by each department; staff from these teams are also eligible for the Indigenous Staff position if no other Indigenous staff members come forward from other areas of the University
- Office of the Provost, Office of the President, University Advancement, and Communications representation will be determined by each department and may be interchangeable based on availability and operational needs

Meeting Structure & Time Commitment

- Monthly, one-hour meetings from November to June
- Weekly, one-hour meetings in September, additional time as needed during National Day for Truth & Reconciliation Week
- One hour debrief meeting in October
- Communications Sub-Committee – based on need, as determined by the sub-committee co-chairs

Membership Application & Co-Chair Nomination/Selection Process

For 2024, the membership call will go out in June. Subsequent years, the call for membership or renewal will go out in September for the upcoming year, membership to be determined at debrief meeting for the upcoming year.

Administrative Support

Recommendation to request administrative support from the Administrative Assistant, Indigenous Education Council, iec@mcmaster.ca. Administrative support to include scheduling of meetings, preparation of agendas, meeting minutes, and calls for membership applications or renewals. Support will not be required for the communication sub-committee.