

National Day for Truth & Reconciliation Working Group

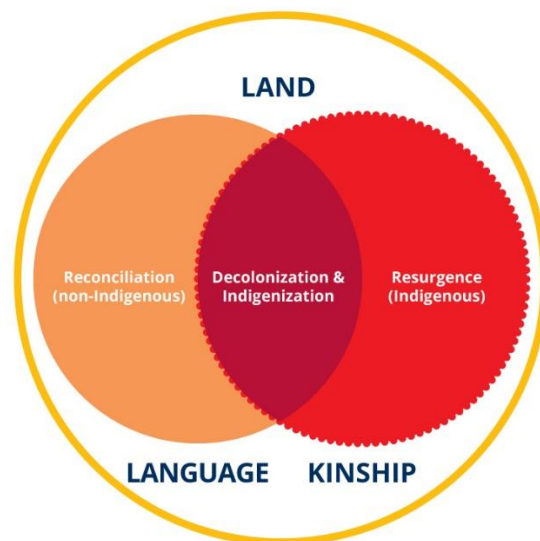
Mandate

The purpose of this working group is to put thoughtful plans and actions toward reconciliation efforts at Queen's University in a manner that engages community during the week of the National Day for Truth and Reconciliation and throughout the year. We thoughtfully reference the definition of reconciliation put forth by the [Office of Indigenous Initiatives](#) as a lens for our work:

"Indigenous and non-Indigenous members of our community have different roles to play in the truth and reconciliation landscape.

Whereas non-Indigenous visitors may be seeking resources and guidance that support reconciliation efforts and activities from the OII website, to an Indigenous visitor, conversations around the concept of resurgence may be more important. But for both groups, dialogue around land, language and kinship, the themes will be important to outline and support.

Where and how these groups intersect in our community forms the basis for discussion and action around decolonization and (in the long-term) Indigenization – of our curriculum, of the campus culture, of our spaces, of our support services.



Each year the Working Group works together to bring this mandate alive through meaningful roles and consultation with Indigenous staff, students and faculty as well as meaningful engagement with allies who are interested in progressing this mandate. Roles

and responsibilities are designed to create an environment where we can learn from one another, learn what the community wants for this work each year, and break down silos to spread awareness of the history of the Indian residential school system and its impacts on Indigenous peoples today.

All Working Group members are expected to contribute to the group's mandate with active participation through attending meetings, completing tasks, taking initiative to identify needs and gaps, and contributing ideas. As this is a Working Group it is expected that members can contribute time and expertise outside of the meetings to meet the goals of the group.

Specifically, the Working Group:

- Plans and coordinates events, initiatives and supports to commemorate the NDTR for staff, students and faculty at Queen's, engaging external communities as appropriate;
- Develops key messages that promote learning and action for T&R, coordinates with communication teams across the university to share these messages;
- Makes an effort to plan events, initiatives, supports and communications that continue year-round to advance awareness of the Indian residential school system beyond the NDTR in September;
- Coordinates the procurement and distribution of orange shirts to honour Orange Shirt Day; and
- supports the goals of the Office of Indigenous Initiatives (OII) and the Queen's Truth & Reconciliation Task Force.

Membership

- VPCEI facilitates the selection of co-chairs.
- Co-chairs select members of the Steering Group
- All other members submit an application to participate through key roles or general Working Group members.

Steering Group

1. Associate Director, Office of Indigenous Initiatives (co-chair)

Make strategic decisions to achieve the mandate of this Committee through the lens of OII mandate, take the lead on engaging Indigenous community internal and external to Queen's, and on updating VPCEI on Committee work, lead media requests for AVP/OII. Take the lead on an event/initiative for Indigenous staff and faculty.

2. **Director, Division of Student Affairs, Yellow House Student Centre for Equity & Inclusion (co-chair)**

Make strategic decisions to achieve the mandate of this committee through the lens of allyship and student engagement via the DSA. Take the lead on managing the logistics, admin and roles of the subcommittee.

3. **VPCEI Communications (held by VPCEI Communications Manager)**

Take the lead on planning and writing communications that keep the Queen's community aware of and engaged in Committee work; take the lead on facilitating meaningful connections with external media outside of OII.

4. **Community Liaison – Queen's Internal (held by Community Integration Liaison, VPCEI)**

Take the lead on engaging faculties and units across Queen's to keep them aware of Committee key messages, plans and opportunities to contribute. Gather plans for events and initiatives to include on the OII NDTR website. Briefing note to Principal's office and other large stakeholders.

5. **OII Admin OR Office of the Vice-Principal Culture, Equity, and Inclusion Admin**

Take the lead on the administrative functions that keep this work moving, including scheduling Committee meetings, organizing agendas, writing meeting minutes, updating Committee via Teams, paying invoices.

Working Group Sub-Committee

Key Roles

1. **Procurement Coordinator (1 or 2)**

Take the lead on procuring items that will be distributed by this Committee, including t-shirts, bookmarks, pins and other awareness building materials that mark the importance of NDTR.

2. **Art Curator (Agnes and Union Gallery)**

Take the lead on the annual NDTR art display, including outreach to artists, collecting pieces, artist appreciation. Facilitate a strategy to keep art on campus from artists that are interested in doing so.

3. **Volunteer Coordinator**

Take the lead on engaging volunteers across the Queen's community, including volunteer outreach, training, staffing and appreciation.

4. **Student Engagement**

Take the lead on engaging all students on campus in activities that advance awareness and engage in social justice work through the lens of allyship for interested students.

5. Media & Events Coordinator (1 or 2)

Take the lead on logistics for events led by this Committee, including space bookings, booth bookings, social media, postering, TV advertising. Keep OII NDTR website current with activities and initiatives happening across Queen's and in the Kingston community.

6. University Rector

The Rector's inclusion in the planning will keep that front of mind for all involved and ensure students are learning and participating in NDTR efforts. The Rector serves as a conduit between the student body and the university and shall draw on that connection to ensure the voice of Queen's University students is considered and actively welcomed during all NDTR activities. This day is intended to recognize and acknowledge victims and survivors, while also serving as an important learning opportunity for all.

7. Social Issues Commissioner, Alma Mater Society

Support the Student Engagement role on the committee in engaging all students on campus in activities that advance awareness and engage in social justice work through the lens of allyship for interested students.

8. Director, Four Directions Indigenous Student Centre (or delegate)

Share plans to engage Indigenous students in events at 4D that are tailored specifically for an Indigenous audience.

Consultation members for this committee

The following roles will be consulted with by Working Group members to achieve the mandate of this work through cross-promotion, collaborations and more:

- 1. Education and awareness building through speakers, booklists, online resources:**
CTL, library
- 2. External Indigenous community** (example language nest)
- 3. External community groups and institutions:** SLC, Limestone School Board, City of Kingston

Meeting Cadence

- The Steering Group will meet monthly April through July, and twice per month in August and September.
- The Working group will meet monthly with the Steering Group May through September.

A select amount of time will be allocated for each defined role to present an update at each NDTR Planning Committee meeting. It is the expectation that work and connections happen outside of these regular meetings, and that time on the agenda is used for updates and decision making as a group as appropriate.

Decision Making

Large-scale decisions that impact the goals of the NDTR Working Group will be made in meetings using the appropriate method as selected by co-chairs (i.e. voting, quorum, final decision via a specific role, etc.).

Coordination

The group will be coordinated by VPCEI and the Office of Indigenous Initiatives.

Events & Initiatives

Each year the Steering Group will identify 1-2 key events that will be led through the Working Group. The Steering and Working Groups will then work together to identify 1-2 additional events that will be supported by the NDTR Committee, for a total of 1-4 events led through this committee for the Queen's community.

The Steering Group will engage with internal members of the University to encourage the development of ongoing, meaningful initiatives outside of this working group, as well as outside of Truth and Reconciliation week (Sept 25-29). Events and initiatives will be encouraged year round to continue the conversation and awareness of Indigenous history and advancing reconciliation.