

Terms of Reference for the PACAR Working Group to support the Development of the Centre for Black Student Success

1. Purpose and Mandate: The purpose of the PACAR Working Group is to provide guidance, strategic direction, and support for the development and implementation of the Centre for Black Student Success at St. Francis Xavier University. The committee will ensure that the Centre's vision, goals, and activities align with the institution's commitment to equity, inclusion, and social justice, while addressing the unique needs of African Nova Scotian/Black students.

2. Committee Composition: The PACAR Working Group shall be composed of representatives from key stakeholder groups to ensure diverse perspectives and expertise. Mix of one- and two-year terms. Members will include:

- **Project Lead and Co - Chairs:** Megan Fogarty, Director of Human Rights & Equity Robert Upshaw, Special Advisor to the President, Co-Chair PACAR
- **African Nova Scotian/Black Student Representative:** To be selected by the African Nova Scotian/Black student community.
- **Faculty Representative**
- **Student Services Staff Representative:** Black Student Advisor
- **Community Representative:** A representative from the local African Nova Scotian/Black community, nominated by relevant community organizations.
- **Health and Wellness Expert:** An expert in mental health and well-being, appointed by the Director of Health and Counselling Services.
- **Academic Support Expert:** An expert in academic support and tutoring services, appointed by the Assistant VP Academic Affairs.
- **Alumni Representative:** A graduate who has been involved in initiatives supporting African Nova Scotian/Black students, appointed by the Alumni Office.

3. Responsibilities and Functions:

a. Vision and Strategy:

- Provide strategic direction and input on the Centre's long-term vision, goals, and foundational pillars.
- Review and endorse the proposed initiatives, programs, and services to be offered by the Centre.

b. Community Engagement:

- Facilitate consultations and engagement with the African Nova Scotian/Black student community to ensure their voices and perspectives are considered in the Centre's development.
- Establish connections with external partners, community organizations, and alumni to enhance the Centre's impact.

c. Program Development:

- Provide insights and recommendations for the design and implementation of culturally relevant programs, workshops, and activities.
- Review and provide feedback on the proposed budget and allocation of resources for various initiatives.

d. Evaluation and Assessment:

- Oversee the development of evaluation methods and metrics to measure the effectiveness and impact of the Centre's initiatives.
- Regularly review progress reports and assessment data to inform continuous improvement.

e. Sustainability and Outreach:

- Explore potential funding sources beyond the initial two-year funding from the McCall MacBain Foundation.
- Support outreach efforts to garner support from private donors, government entities, and foundations.

4. Meetings and Reporting: The PACAR Working Group shall meet bi-monthly during the academic year and on an as-needed basis during the summer months. Meeting minutes, progress reports, and recommendations will be documented and shared with the President's Action Committee on Anti-Racism (PACAR).

5. Accountability: The PACAR Working Group is accountable to the St. Francis Xavier University administration and will report progress and challenges to the Vice President Students and the Director of Human Rights & Equity.

6. Duration: The committee's term of operation will align with the development timeline of the Centre for Black Student Success, spanning at least the initial two-year funding period.

7. Amendments: These Terms of Reference may be reviewed and amended as necessary with the agreement of the committee members and approval of PACAR.

8. Dissolution: Upon successful establishment and operation of the Centre for Black Student Success, the PACAR Working Group shall be dissolved.