



Dear OAKE Division or Chapter President,

The following document is for your private reference as you lead and conduct your OAKE-related chapter/division meetings and professional development. This document contains *OAKE's Commitment to Equity* statement and the *OAKE Guidelines for Reporting Equity Concerns*. Following is an explanation of how this document can be of assistance to you.

### **Share OAKE's Commitment to Equity**

So that everyone at your event understands OAKE's intention to provide an equitable space for OAKE-supported events, please share *OAKE's Commitment to Equity* statement at the outset of your program. It is recommended that you share it in writing, and you may choose to share it verbally. It is in the best interest of your presenters as well as attendees for everyone to read this statement. Your presenters may or may not ask for additional guidance on equitable practices, and you may choose to provide additional information to them.

### **Give an Opportunity for Feedback**

At the end of your event, it is customary to offer an anonymous questionnaire for feedback on the quality of instruction and content. Within this questionnaire, we recommend you include a question for equity concerns, such as: "Do you have any further concerns you would like to share about our event?" If they answer in the affirmative, then an appropriate optional question would be: "If so, will you please provide your contact information here so we may contact you for a follow-up conversation."

### **Address Concerns as They Arise**

During your event, you may have an equity concern brought forth in the midst of an instructional session. If that is the case, it is important that you have a conversation between the involved parties as soon as possible (either during or immediately after the session) to air the concerns and come to a common understanding. If any concern is not raised until the questionnaires are processed, you must conduct the conversation within 14 days of the event so that memories are most accurate. Again, the best course of action is to come to a common understanding internally within your division/chapter.

### **Establish Communication**

The guidelines also ask for you to notify the OAKE President or OAKE Equity Committee Designated Contact Person (DCP) within 7 days of the reported concern. OAKE requests to be informed of events such as this, as these are opportunities to learn and do better in the future. The names of the involved parties will remain confidential to those two OAKE representatives, unless you are unable to come to a common understanding at the local level. If that is the case, the OAKE Equity Committee may become involved in order to help the parties come to a common understanding on your behalf.

### **Ask for Help if Needed**

This protocol was established to be assistive to you in the event a concern is reported. This document is intended to help your attendees have an avenue for reporting concerns, and to assist if you are unable to resolve the concern internally. If you have any questions, please contact the OAKE President or the Designated Contact Person of the OAKE Equity Committee. Please visit the OAKE website at <https://www.oake.org/about-us/board-of-directors/> to find the name of the Equity Committee Chair who will direct you to the DCP.

# OAKE Guidelines for Reporting and Responding to Equity Concerns for OAKE Events

*This document is intended to be utilized only by the OAKE program representative on-site for OAKE-supported or OAKE-endorsed events.*

## OAKE's Commitment to Equity

*The members of OAKE are committed to championing diversity, welcoming all people, and advancing inclusivity and equity for all. Inspired by Zoltán Kodály's unyielding assertion that music belongs to everyone, we affirm that music is a fundamental aspect of shared human experiences. As such, we pledge to promote active music making merged with intentionally respectful practices as the basis of comprehensive music education.*

The following guidelines outline how an individual attending an OAKE-supported event (hereafter referred to as Party A) can report concerns about the actions of an officer, presenter, clinician, instructor, or participant (hereafter referred to as Party B), including but not limited to content presented or actions that are contrary to OAKE's beliefs.

**Confidentiality is paramount. All members of OAKE are bound by Robert's Rules of Order, and all other parties are expected to maintain confidentiality as well.**

- 1) At the beginning of the programmed event, the OAKE on-site representative/officer will share **OAKE's Commitment to Equity** with all participants, including presenters.
- 2) At the end of the event, a general, anonymous questionnaire will be offered to all participants, including one question asking if there are any further concerns. This can be part of the routine presenter/content feedback. If expressing concerns, at that time Party A should then identify themselves for a follow-up conversation for restorative/clarifying action.
- 3) In the event of a reported concern, the OAKE on-site representative/officer will work positively to come to a common understanding through a restorative conversation with the involved parties as soon as possible after any event.
- 4) Within 14 calendar days after the incident, concerns should be reported either in person or via email to the OAKE Representative/Officer on-site. Reports that are made to other officers/OAKE members should be forwarded to the OAKE Representative/Officer on-site. All parties involved need documentation of consent to be recorded (audio, video, and/or written) during conversations to ensure reflection, clarification, and understanding.
- 5) Within 7 calendar days upon receipt of the report, the OAKE representative receiving the concern will forward it to the OAKE President and the Designated Contact Person (DCP) of the OAKE Equity Committee, indicating whether further action is requested. All parties involved should keep an archive of all communication and documentation pertaining to the incident.
- 6) At this point, the OAKE Equity DCP will continue to facilitate the completion of the guidelines and will follow up with the OAKE on-site representative in accordance with those guidelines.