Pride in Action Network Committee

Terms of Reference - v0.09

Purpose
The inaugural Pride in Action Network Committee (committee) has been formed to lead and support the university's key LGBTIQA+ initiatives with specific focus on staff and student engagement. The network aims to drive increased engagement and awareness via the LGBTIQA+ network, its allies and supporters, along with delivering key events.

The purpose of the Pride in Action Network (network) is to contribute to building and promoting visibility of an inclusive culture where diversity is celebrated.

The network will contribute to the university's diversity and inclusion agenda by connecting with staff and students who identify as LGBTIQA+, allies and supporters to create opportunities to engage, share information and foster an inclusive and supportive workplace and learning environment. These networks promote productivity and innovation within the workplace and learning environments and contribute to the overall efficacy of the University.

Structure
The committee will formally report to the Associate Director Diversity & Inclusion and the Executive Sponsor. The committee will be guided by the Associate Director Diversity & Inclusion and the Executive Sponsor.

The purpose of the Pride in Action Network Committee is to support the achievement of LGBTIQA+ implementation initiatives across the university and all activities which are aligned to the overarching Growing Esteem, People Strategy and the supporting Diversity & Inclusion Implementation Plan.

The model will also provide a formal means of ensuring Diversity & Inclusion Steering Group have sufficient oversight and a level of comfort in the work being undertaken (refer to diagram 1).

Diversity & LGBTIQA+
Diversity is defined as a condition of having or being composed of differing elements, qualities or beliefs, including but not limited to, race, ethnicity, gender, sexual orientation, socio-economic status, age, physical and mental ability.

The University of Melbourne's diversity and inclusion agenda focuses on workforce staff diversity workplace and workplace inclusion. Through institutional consultation, the strategic pillars of diversity that the university will initially focus on are First Australians, Gender equity, Disability, Mental Health, LGBTIQA+ Inclusion and Culturally and Linguistically (inclusive of ethnically diverse) people.

The University acknowledges the acronym LGBTIQA+ is not representative of the whole community, the use of the acronym refers collectively to people who are lesbian, gay, bisexual, trans, and/or intersex. These five distinct but sometimes overlapping groupings are part, but not all, of what we mean when we speak about 'LGBTI' communities/populations.

The use of the acronym is used due to being recognised by the wider community and is considered accessible especially to members of the community where English is not the first language. We also acknowledge the broad range of people whose gender identity is not expressed in ways that are typically associated with their assigned sex at birth and those who identify as non-binary, agender or genderfluid.

Responsibilities of the Committee
Aligned to the purpose, the committee has responsibilities to provide leadership to drive LGBTIQA+ awareness and engagement across the university staff and student bodies by:

> Developing and execute a plan to build awareness across the University;
> Agree on initiatives for implementation / delivery;

> Informing, advocating and recommending the creation or revision of policies to ensure that they are inclusive and support the LGBTIQA+ community;
> Appoint sub-working groups to support the implement of key initiatives;
> Create and maintain a members list and mailing list to ensure members of the network are informed and engaged;
> Engage with network members to seek input and feedback where required;
> Monitor the progress of the agreed initiatives and report progress to the Associate Director Diversity & Inclusion;
> Oversee the University's participation in Midsumma Pride March as the university's signature LGBTIQA+ participatory event;
> Promote the LGBTIQA+ awareness across the university, this includes combatting heterosexism, biphobia, homophobia, transphobia and cissexism at an institutional level;
> Formally report progress half yearly to the Diversity & Inclusion Steering Group via the Executive Sponsor and Committee Co-Chairs.

Membership
Co-Chair: Megan Sharp (Staff), TBC (Student)
Secretary: Tom Wright
Treasurer: Pablo Franco
Events Lead, TBC
Communications & Marketing Manager: Zoe Stephenson
Member Engagement Lead: Alice Tovey
UMSU Rep: Andie Moore and Raph Canty
GSA Rep: Lauren Yvonne Taylor
Staff Rep: Chris Bunting and Michelle McNamara

The committee may co-opt members when required.

The committee's Executive Sponsor is: Joy Damousi

IMPORTANT: All members must have a complete and valid Working with Children Check.

Expectations
All committee members are:

- Expected to attend and activity participate in committee meetings;
- Complete Ally training prior to their appointment to the committee or have enrolled in the next available Ally training session;
- Take on tasks and complete them between meetings in a timely manner;
- Stay informed about committee matters, prepare for meetings, review minutes and any papers submitted for consideration;
- Stay informed and engaged on issues affecting the LGBTIQA+ community such as homophobia, biphobia, transphobia, cissexism and heterosexism;
- Actively take responsibility to empower LGBTIQA+ community and ally leaders to visibly promote inclusiveness;
- Build collegial working relationships with fellow committee members and contribute to a consensual approach to decisions;
- Ensure all actions, initiatives and projects undertaken by the committee adheres to the university's policies and procedures and the university's Growing Esteem, People Strategy and the supporting Diversity & Inclusion Implementation Plan.

Term
Each committee members' term will be 2 years, at the end of each term the roles will be open for expressions of interest and nominations. A convened selection panel will be responsible for reviewing and appointing new committee members or confirm existing committee members.

Executive Sponsor: There is no maximum term for the Executive Sponsor
Chair: The inaugural chair's term will end on the 30th of December 2020, with chair terms thereafter being 2 years

All other committee roles: All inaugural committee member terms will end on the 30th of December 2020 and terms thereafter being of 2 years. Students holding positions on the committee will be able to select a 1 or 2 year term. UMSU and GSA Student Representatives may hold shorter terms depending on their own student bodies handover.

All committee members are expected to provide incoming committee members with a detailed handover and transition support up to 2 months into the new committee members' term.

The terms of reference will be reviewed at the end of the term (December 2020) with refreshed terms of reference to be established to support the next iteration of the Pride in Action Network Committee.

Communications
The committee will undertake communications with network members and the broader University community as per an endorsed communications strategy set out by the Communications and Marketing Manager. As a committee, stances on social, political, economic and cultural climates on campus which directly affect LGBTIQA+ staff and student populations will be established on an ad hoc basis and through careful consideration of lived experience, NGO consultation, community partners and Chancellery.

Meetings

- **Frequency:** At a minimum, the committee will formally convene quarterly throughout its term.
- **Quorum:** Where voting is required, a quorum will be considered reached if a chair and at least half the committee members are present at the meeting in which the vote occurs.
- **Delegates**: Members may not nominate a delegate as an alternative if they are unable to attend a meeting.
- **Agenda**: The Chair will be responsible for setting each meeting agenda in conjunction with the Associate Director Diversity & Inclusion and the Executive Sponsor. The agenda along with any supporting material will be circulated by the secretary to all committee members 5 working days prior to each meeting.
- **Minutes**: Minutes will be taken by the secretary and disseminated to all committee members within 10 working days of each meeting.
- **Communication**: Group members will be encouraged to communicate via email between meetings, other communication channels to be developed as and when required.

Roles Defined

Role	Responsibility
Associate Director, Diversity & Inclusion	The Associate Director, Diversity & Inclusion has overall responsibility for workforce diversity and workplace inclusion across the institution, providing strategic advice to the Executive Sponsor along with the university's Diversity & Inclusion steering group. The Associate Director, Diversity & Inclusion is a member of the Human Resources Chancellery Capability and Talent team and has reporting responsibilities to the university's Diversity & Inclusion Steering Group, along with chairing the (staff) Diversity & Inclusion Advisory Working Group. The Associate Director, Diversity & Inclusion is also responsible for: - Guiding and ensuring the committee and network activities are aligned with the university's Diversity & Inclusion implementation plan; - Overall financial management responsibility for the committee budget; - Succession planning for the Executive Sponsor and new committee member roles, which may include on boarding of key roles in collaboration with remaining members of the committee.
Executive Sponsor	As a senior leader of the university, the Executive Sponsor required to provide leadership and guidance to the committee, ensuring that the planned initiatives are aligned to the university's Growing Esteem, People Strategy and the supporting Diversity & Inclusion Implementation Plan and act as a champion to garner support from other members of the executive and senior management, providing ongoing direction on actions of the Network and Committee and providing periodic updates and / or reports to the Diversity & Inclusion Steering Group, Chancellery Executive and University Executive where required. It's expected that the executive sponsor will be available to meet with the Associate Director Diversity & Inclusion and chair at least twice a year to provide strategic guidance / direction and agree on progress reports to the Diversity & Inclusion Steering Group. The executive sponsor may contact the chair at any time for consultation should they require. The executive sponsor will be expected to attend, and speak at, at least two of the four University-led LGBTIQA+ awareness events. These are: Midsumma Pride March (3 Feb 2019); IDAHOBIT (17 May 2019/20); Wear It Purple (27 August 2019/20); National Coming Out Day (11 October 2019/20). Where the executive sponsor is unable to attend, a suitable delegate may be suggested to the committee for endorsement. The executive sponsor will be expected to share the details of UoM Pride in Action Network events, as well as to promote the network within their day-to-day role. The sponsor is required to take on a leadership role both within the University and externally, where required, to represent the university's LGBTIQA+ agenda along with the Ally network members. The leadership they display will extend to their research, advocacy, education, at formal events, and informally on a day-to-day basis.

Co-Chair	The committee chair in consultation with the Associate Director Diversity & Inclusion and where required, the Executive Sponsor is responsible for: • Ensuring the Ally network and the committee is operating effectively and meeting agreed objectives, initiatives are delivered on time, within budget and of high quality; • Providing leadership to the Committee and the Network to ensure they implement activities effectively and efficiently • Ultimately responsible for the work of the committee and its network members • Work closely with the Executive Sponsor and the Associate Director Diversity & Inclusion to co-ordinate and align the network activities with the wider University diversity and inclusion strategies and plans • Establishing agendas, along with relevant documents / papers to be circulated to all committee members at least 5 working days prior to committee meetings; • Ensure the committee members are aware of their obligations and all comply with their responsibilities; • Officiate committee meetings The chair from time to time may be called upon to represent the university in lieu of the Executive Sponsor and act as a spokesperson at events, functions or meetings.
Secretary	The role of the secretary is to support the committee chair to ensure the smooth functioning of the committee and the broader network. The secretary is responsible for: • Ensuring meetings are effectively organised (ie liaising with the chair to plan meetings, receiving agenda items from committee members, circulating agendas and papers, circulating approved minutes, monitoring the progress of agreed / assigned actions and providing reports where requested); • Maintaining effective records and administration; • Convene selection committees that consists of the Executive Sponsor, Associate Director, Diversity & Inclusion and at least 2 members of the committee to review and appoint new committee members; • Upholding the committees requirements as set out in the terms of reference; • Ensuring committee communications and all correspondence is managed effectively; • Ensuring discussion on agenda items and related topics are productive • Ensuring meeting minutes are captured, accurate, retained, included and reviewed at next meeting; • Schedule meetings, ensure the meetings are called in accordance to the terms of reference.

Treasurer	The committee treasurer is responsible for all aspects of financial management of the committee's operations. The treasurer will work closely with all committee members to ensure the committee's budget is effectively managed. The treasure will undertake their role via the following responsibilities: • General financial oversight; • Ensuring requests for budget, funding and any fundraising is in line with University policies and procedures; • Financial planning and budgeting for committee requirements are managed effectively; • Produce committee financial reports to be submitted to the Associate Director Diversity & Inclusion and the Executive Sponsor each year; • Banking, book keeping and record keeping of all financial transactions undertaken by the committee and its members.
Communications & Marketing Lead	The communications & marketing committee member is responsible for: • Building a unified branding and message about the network; • Along with all members of the committee, creating and maintaining a sense of community and accessibility via specifically designed network collateral to support events and initiatives; • Develop and deliver various communications as agreed by the committee; • Establish and maintain formal and informal communications channels for network members to engage and interact; • Support the committee in promoting events and initiatives when required and ensuring the network members are updated and are provided with feedback on committee decisions and discussions related to committee plans, events and activities.

Member Engagement Lead	The primary function of the member engagement manager is to act as the conduit between the member base and the committee, ensuring members from all campuses are engaged and provided with opportunities to contribute to forums, discussions, access support, raise ideas, potential initiatives, issues, concerns and input into shaping the network and University's strategy, objective, initiatives and events. They are also responsible for: • Create campaigns to attract new members and engage with current members • Engage with network members and facilitate activities to maintain the momentum of the network and encourage members to be actively involved with the network • Maintain and build relationships with divisional and student networks (where they exist) to collaborate on institutional wide initiatives • Maintain accurate records of the network membership, including the number of members, member contact details, any distribution lists in accordance with University privacy and confidentiality policies • In consultation with the co-chairs and the committee members, co-ordinate expressions of interest from network members for vacant committee roles • Issue welcome letters and relevant collateral to new members In conjunction with the events lead and marketing & comms lead, deliver new member intakes / events on a regular basis (minimum of twice a year).
Staff & Student Representatives	The primary function of the Staff and Student Representatives are to be the voice of their respective University cohort (ie. UMSU = Undergraduate, GSA, Graduate, Staff = All staff) and provide opportunities for network members to provide input into projects and initiatives, along with a medium to raise ideas, potential initiatives, issues and concerns. They are also responsible for: • Engage with network members and elicit their feedback and contribution into committee and university projects and initiatives • Creating campaigns to attract new members and engage with current members; • Engage with network members and facilitate activities to maintain the momentum of the network; • Maintain and build relationships with divisional and student networks (where they exist) to collaborate on institutional wide initiatives; • Maintain accurate records of network membership, including the number of members, member contact details, any distribution lists in accordance with the University's privacy and confidentiality policies; Support the co-ordinate expressions of interest from network members for vacant committee roles

Responsibilities of the Network

Aligned to the purpose, the network has responsibilities to support the committee's leadership in driving LGB-TIQA+ awareness and engagement across the university staff and student bodies by:

- Providing a safe and confidential environment for people to make enquiries regarding issues related to matters of sexual diversity and gender identity;
- For Allies, attending training and pledging support and treating all conversations and approaches as strictly confidential;
- Lending their voice and showing leadership in publicly supporting gender and sexual diversity;
- Displaying their support of LGBTIQA+ inclusion by making visible LGBTIQA+ stickers or flags on workstations or office doors, wearing rainbow lanyards or Ally pins to identify themselves as supporters or Allies;
- Role model non-discriminatory practices and language;
- Proactively combat, wherever possible, homophobia, transphobia, biphobia, cissexism and heterosexism on campus;
- Appropriately referring staff and students to endorsed services within and external to the university.

Allies and supporters are not expected to be experts in LGBTIQA+ issues and may or may not be from the LGB-TIQA+ community.

Succession Planning

The Associate Director Diversity & Inclusion and Executive Sponsor are responsible for the management of the succession planning of the Co-Chair. The succession planning process is as follows:

- **Review and refine chair criteria:** The Associate Director Diversity & Inclusion and Executive Sponsor will review and refine criteria for the role of chair that potential successors will be assessed against. The criteria might reflect but are not limited to the following capabilities and characteristics:
    - Leadership experience or potential
    - Strategic thinking
    - Project and / or business planning experience
    - Stakeholder engagement
    - Awareness and experience of LGBTIQA+ issues
- **Identify potential successors:** Using candidate selection criteria, the committee co-chairs will identify and document potential successors. The co-chairs and the Associate Director Diversity Inclusion will discuss the list of successors at least once every 12 months to ensure the list of potential successors us updated.
- **Provide access to development opportunities:** The committee co-chairs may facilitate development opportunities for potential successors. This could include shadowing opportunities, special training to potential successors.
- **Initiate succession process:** The Associate Director Diversity & Inclusion and Executive Sponsor should initiate the succession planning process no less than 6 months prior to the end of the term of the co-chairs. The succession process should involve communication with identified successors to provide guidance and encouragement prior to the expression of interest application process.

Diagram # 1 - Current UoM D&I structure

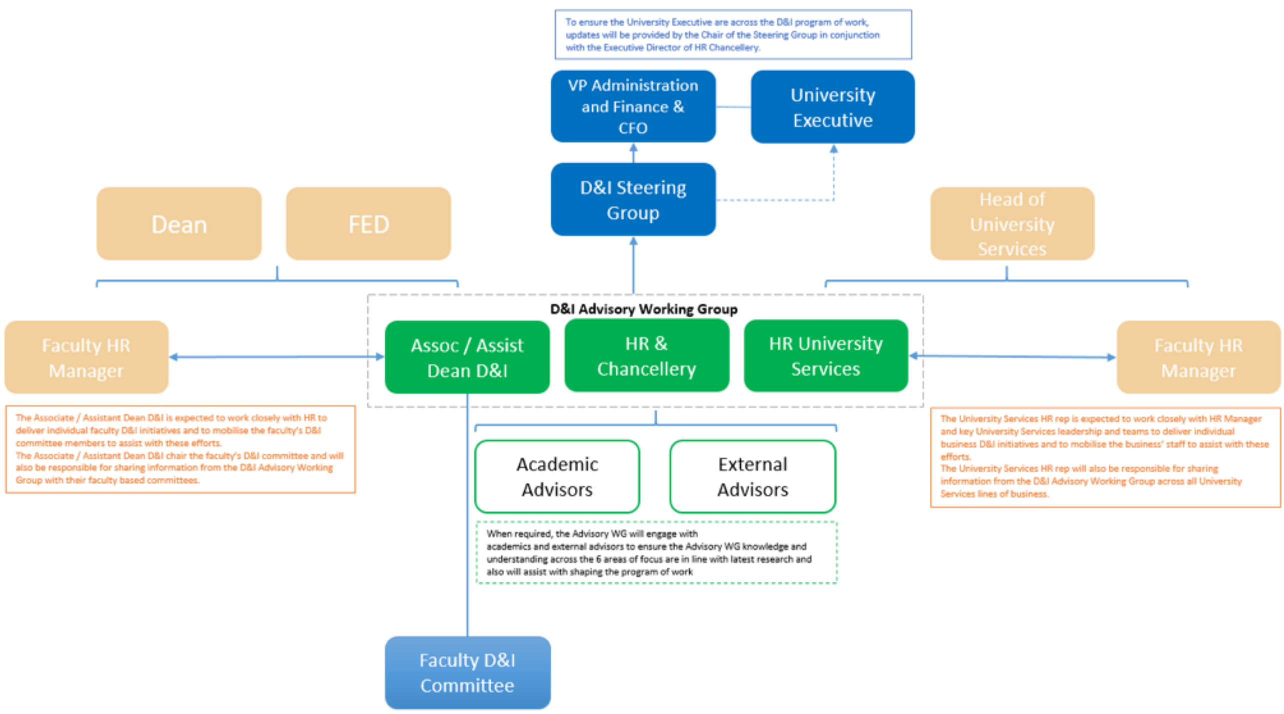
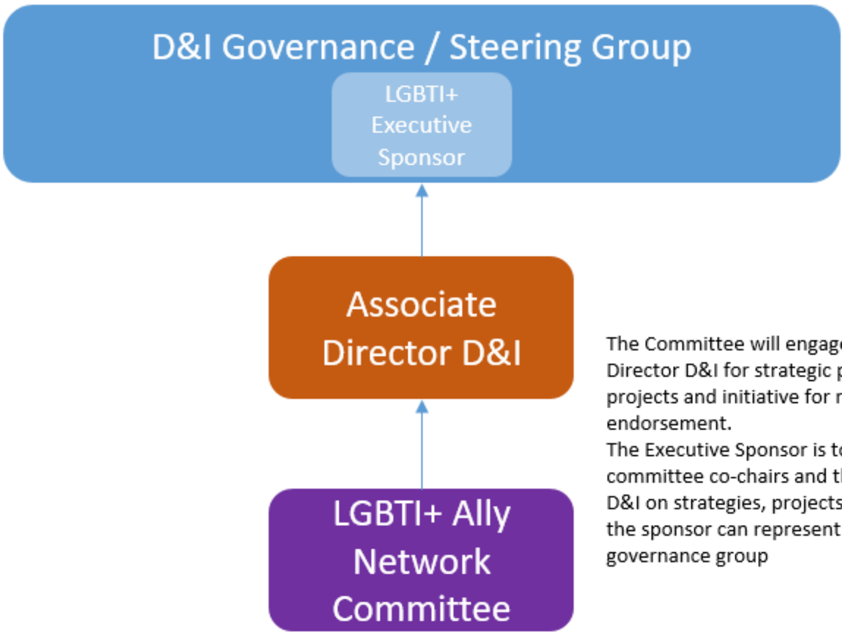


Diagram # 2 – LGBTIQA+ Ally Network Committee reporting, engagement and communication model



The LGBTI+ Executive Sponsor will be a formal member of the UoM Governance group

The Committee will engage the Associate Director D&I for strategic plans, proposed projects and initiative for review and endorsement.
The Executive Sponsor is to be briefed by the committee co-chairs and the Associate Director D&I on strategies, projects and initiatives so as the sponsor can represent these at the governance group