

Pride in Action Network Committee

Terms of Reference

4 November 2020



1. Purpose

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

The purpose of the Pride in Action Network is to contribute to building and promoting visibility of an inclusive culture where diversity is celebrated. The purpose of the Pride in Action Network Committee is to support the achievement of LGBTIQ+ implementation initiatives across the university and all activities which are aligned to the overarching [Advancing Melbourne](#), [People Strategy](#) and the supporting [Diversity & Inclusion Implementation Plan](#).

The committee will contribute to the university's diversity and inclusion agenda by:

- Facilitating connections between staff and students who identify as LGBTIQ+;
- Supporting their allies and supporters to create opportunities to engage;
- Sharing relevant information with the network member base via a monthly newsletter;
- Fostering an inclusive and supportive workplace and learning environment through directed training, events, awareness, research and reporting.

The committee will set a five-year plan reflecting a consensus among the network member base. This plan will build from an annual research project built into the network. The action plan promotes productivity and innovations with the workplace and learning environments and contributes to the overall efficacy of the university.

The committee will formally report to the Executive Sponsor. The committee will be guided by the Strategy and Culture Project Lead for Diversity and Inclusion and the Executive Sponsor. The model will also provide a formal means of ensuring [Diversity & Inclusion Steering Committee](#) have sufficient oversight and a level of comfort in the work being undertaken.

2. Diversity and LGBTIQ+ Inclusion

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 Nations People, Gender equity, Disability, Mental Health, LGBTIQ+ Inclusion and Culturally and Linguistically (inclusive of ethnically diverse) people.

The University acknowledges the acronym LGBTIQ+ 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 'LGBTIQ+' 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.

3. Responsibilities of the Committee

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

- Developing and executing an action plan to build awareness across the University;
- Agreeing on initiatives for implementation / delivery forming the basis of the Action Plan;
- Informing, advocating and recommending the creation or revision of policies to ensure that they are inclusive and support the LGBTIQ+ community;
- Appointing sub-committees to support the implementation of key initiatives;
- Creating and maintaining a members list and monthly newsletter to ensure members of the network are informed and engaged;
- Engaging with network members to seek input and feedback where required;
- Monitoring the progress of the agreed initiatives and reporting progress to the Executive Sponsor;
- Overseeing the University's participation in Midsumma Pride March as the university's signature LGBTIQ+ participatory event;
- Promoting LGBTIQ+ awareness across the university, this includes combating heterosexism, biphobia, homophobia, transphobia and cissexism at an institutional level;
- Formally reporting progress half yearly to the Diversity & Inclusion Steering Group via the Executive Sponsor and Committee Co-Chairs.

3.1 Expectations of Committee Members

Committee members are expected and accountable to:

- Attend and actively participate in monthly committee meetings or submit a monthly report to chairs;
- 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 Advancing Melbourne, People Strategy and the supporting Diversity & Inclusion Implementation Plan.

3.2 Committee Membership

Executive Sponsor	Joy Damousi
Co-Chair Staff	Megan Sharp
Co-Chair Student	Caitlyn Pryse
Secretary	Tom Wright
Treasurer	Riley Childs
Events Lead	Leonie Slavin
Media and Communications Lead	Zoe Stephenson
Media and Communications Officer	Lynley Eavis
International Student Engagement Lead	Long Ngyuen and Dorjjanstan (Jack) Ganbaatar
UMSU Representatives	Ciara O'Sullivan and A'bidah Zaid Shirbeeni
GSA Representative	Lauren Yvonne Taylor
Staff Representatives	Michelle McNamara and Chris Bunting
Training and Events Lead	Nerissa Byrne

3.3 Sub-Committees

Sub-committee formation (such as those for event planning and student training) are to be actioned and brought to the table as a motion during meetings or as flying motions outside of meetings. This is to ensure that everyone on the committee is aware of everyone's actions outside of meetings.

For the motion to form a sub-committee, all individuals involved need to be included, and if new members are to be added after the acceptance of the motion, updates need to be given during the committee meetings.

The sub-committee members will be expected to uphold the same expectations and accountabilities as committee members with the exception of attending monthly meetings where a report has been given to the sub-committee lead or committee chair.

3.4 Terms

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 31st of December 2020, with chair terms thereafter being 2 years

All other committee roles: All inaugural committee member terms will end on the 31st 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. Student Co-Chair, UMSU and GSA Student Representatives may hold shorter terms depending on their own student bodies handover and/or their degree enrolment.

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.

3.5 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 LGBTIQ+ 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.

3.6 Committee Meetings

- **Frequency:** At a minimum, the committee will formally convene monthly 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:** Committee Members may not nominate a delegate as an alternative if they are unable to attend a meeting with the exception of UMSU and GSA Representatives where necessary.
- **Agenda:** The Co-Chair will be responsible for setting each meeting agenda. 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:** Committee members must communicate via email between meetings as a primary method. Other communication channels to be developed as and when required providing appropriate voting processes are undertaken.

3.7 Induction and Succession Planning

The committee will actively recruit for diversity. The maximum amount of non-LGBT identifying and white committee members must stay at 50% or below.

Recruitment material for incoming committee members must include a current CV and selection criteria. Shortlisted incumbents will be required to meet with a selection panel including the outgoing position and the panel will advise the committee of their preferences. Voting will be used to select a final incumbent.

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 induction will include:

- Recruitment processes of 3 months prior to current position end;
- Two months of shadowing the outgoing committee member role;
- Two-weekly catch-ups with the incoming committee as a group via email to develop rapport.

Induction programs will highlight:

- The incoming incumbent's roles and expectations;
- Examples of previous functioning of the committee;
- The roles and responsibilities of the committee in its entirety;
- Access to digital repositories and existing networks;
- A copy of the Terms of Reference Document.

4. Governance and Voting

This section outlines the governance procedures of the University of Melbourne's Pride in Action Network. Both governance and voting, as outlined below, allow for greater transparency and accountability towards our members and stakeholders in the Network

Accountability holds key importance as currently many decisions and actions are being managed by the committee. Transparency is of further importance as all members of the network have the right to request information from the committee regarding their operation.

Ultimately, proper transparency and accountability towards all of our members allows them to take a larger role in the formation of the Network's direction.

4.1 Voting and Motions

This refers to the voting within the committee on motions, which are formalised requests that affect financial decisions, communications and the formation of subcommittees. Motions can involve many things, for example, if someone were to be reimbursed, they would need to pass a motion. If they were to implement an action, item or event that would affect the entire network, they need to pass a motion (especially if it involves committee funds). This is to ensure that all individuals on the committee are aware of all of the events and actions that are happening around them regardless if they are directly involved, and to allow everyone to express their opinions on the topic.

- Motions are requests by individuals regarding actions that affect the entire network or its individuals.
- With motions of reimbursement, \$80 is the minimum.
 - For transactions less than \$80, a direct inquiry can be made to the treasurer, and the charge will then be reflected on the monthly financial reports. Requests from one single person that are exempted from a motion in this way cannot add up to more than \$200 in one month.
 - An invoice, a receipt or proof of purchase needs to be provided every time for every expense incurred.
 - For events, a motion will be made to form a working group with a budget and a deadline. Further motions will be made if the budget or deadline is exceeded. After the deadline the group will report back to the committee.
- Regarding 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.
 - Within that number, a simple majority needs to vote yes/aye on a motion for the motion to be carried.
 - Accordingly, a simple majority needs to vote no (an objection) for the motion to be denied.
 - In the case of a tie, the committee will continue discussion until the tie is broken, or the mover of the motion may choose to withdraw their motion.

- However, there may be abstentions or objections anyways and these, as well as their discussions and comments, are to be noted in the minutes to ensure transparency.
 - If a member abstains from voting, they are counted out from the simple majority, until they choose to change their vote.
- Voting actions are as following: Mover, seconder, abstentions, objections.
- Voting may also apply to flying motions, which are motions taking place outside of the meeting. Flying motions will not need to be ratified at the next meeting, however they will be added to the next meetings agenda.

4.2 Annual Community Meeting (Town Hall)

At the end of every year, the committee will host a Town Hall meeting and to ensure further transparency in terms of money, actions and processes. This will also provide an update on what was done in the year, as well as what will happen in the future. The main goal is to establish a question and answer session for the entire Network.

- To get the most representative audience, the ACM should be held at the end of the academic year within the semester.
- The main goal of the meeting is to allow the rest of the network to contribute to the goals, missions and values of the network through active engagement and collaboration.
- The first portion of the meeting will be taken by the committee, where each committee member (or group of committee members) will report to the audience regarding their actions of the past year.
- Afterwards, the session will open up to the audience for questions.
- Both chairs will host/chair the meeting.

5. Financial Reports

Financial reports will be published for the committee once a month. This is to ensure transparency in spending and funds. This will happen regardless if money is spent or received. Financial reports will:

- include the annual budget and expenditure to date;
- highlight deposits/withdrawals done between financial reports;
- be uploaded on the committee Google drive to ensure easy document handover and institutional memory;
- be circulated as part of the agenda every month.

6. Committee Roles and Responsibilities

6.1 Committee Co-Chair (Staff)

The Committee Co-Chair (Staff) in consultation with the Committee Co-Chair (Student) and 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
- Maintaining communication with Committee and Network members through designated channels (email and Microsoft Teams)
- Providing leadership to the Committee and the Network to ensure they implement activities effectively and efficiently
- Monitoring the goals and strategies of the Committee in line with Network member expectations
- Attend the Victorian University Allies Network quarterly meetings
- Manage day to day running of the network including liaising with internal and external stakeholders
- Work closely with the Executive Sponsor and the Diversity and Inclusion Project Lead 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 alongside the Committee Co-Chair (Student)

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.

6.2 Committee Co-Chair (Student)

The committee co-chair (student) in consultation with the Associate Director Diversity & Inclusion and where required, the Executive Sponsor is responsible for:

- Allocating time to developing and reviewing documentation for the committee and the university more broadly - at present this task requires approximately 5 dedicated hours a week;
- Attending and officiating all committee meetings as agreed with co-chair (staff) - one per month for the duration of their term. Please note that these meetings are generally held at Parkville campus;
- Establishing agendas, along with relevant documents / papers to be circulated to all committee members at least 5 working days prior to committee meetings;
- Ensuring the Pride in Action network and the committee are operating effectively and meeting agreed objectives, initiatives are delivered on time, within budget and of high quality. This process includes, but is not limited to:
 - Maintaining and building relationships with divisional and student networks (where they exist) to collaborate on institutional wide initiatives;
 - Providing leadership to the Committee and the Network to ensure they implement activities effectively and efficiently;

- Working 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
- Ensuring the committee members are aware of their obligations and all comply with their responsibilities;
- Engaging with network members and eliciting their feedback and contribution into committee and university projects and initiatives, facilitate activities to maintain the momentum of the network;
- Liaising with committee members regarding policy and procedure organisation;
- Acting as a first point of contact for Pride in Action to develop training material and support in collaboration with internal and external stakeholders

The co-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. They are ultimately dually responsible with co-chair (staff) for the work of the committee and its network members and must take an active role as a visible ally to the LGBTIQ+ community on campus and within the broader community.

6.3 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 process of the agreed / assigned actions and providing reports where requested)
- Maintaining effective records and administration leading to the development of reports provided at least six-monthly to the Diversity and Inclusion Steering Committee
- Convene selection committees 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

6.4 Marketing and Communications Lead and Officer

The primary function of the Marketing and Communications Officer is to work with the Marketing and Communications Lead on campaigns and initiatives, and to develop and support the Committee's communication strategy. They are 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;

- The development and delivery of various communications as agreed by the committee, particularly the Pride in Action monthly newsletter and target event campaigns;
- To establish and maintain formal and informal communications channels for network members to engage and interact;
- Supporting 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.

6.5 Staff Representatives

The primary purpose of the Staff Representatives is to represent the voice of Pride in Action Network staff members. With an aim of improving the wellbeing of LGBTIQ+ staff at the University, the Staff Representatives work collaboratively with University stakeholders and Network members in the implementation of inclusion initiatives.

Staff Representatives also provide a medium for Network members to raise ideas, potential initiatives, issues and concerns to the Network committee. Key responsibilities are:

- Engaging with network members to elicit their feedback and contribution into committee and university projects and initiatives
- Creating campaigns to attract new members and engage with current members
- Engaging with network members and facilitating activities to maintain the momentum of the network
- To maintain and build collaborative relationships with department stakeholders to collaborate on institution wide LGBTIQ+ inclusion initiatives
- To 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
- To support the co-ordinate expressions of interest from network members for vacant committee roles

6.6 Events Manager

The events manager will be responsible for developing and delivering events supporting key LGBTIQ+ dates as agreed by the committee and the Executive Sponsor. The incumbent will also be required to partner with the wider diversity and inclusion divisional committees, LGBTIQ+ committees and networks to deliver events that engage with the whole university community across all campuses, along with:

- Develop event concepts to present to the committee for endorsement
- Planning, managing and delivering high quality events from end-to-end, on time and within budget
- Engage, utilise and mobilise network members to develop event concepts and support their delivery
- Produce post event impact reports

6.7 Training and Engagement Lead

The primary function of the Training and Engagement Lead 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. The Training and Engagement Lead will ensure that new and prospective Pride in Action Network members receive comprehensive and appropriate training through the LGBTI Awareness Briefings and Pride in Action Ally Training. They are also responsible for:

- Engage with network members and facilitate training activities to maintain the momentum of the network and encourage members to be actively involved with the network
- Maintain and build relationships with divisional networks (where they exist) to collaborate on institutional wide initiatives
- Liaise with Pride in Diversity to keep training and education relevant and fit for purpose
- Maintain accurate records of those members who have undertaken training, 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 undertaking training, and wanting more information

6.8 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 treasurer 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 Strategy and Culture Project Lead - 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.

6.9 International Student Lead

The International Student Lead is responsible for maintaining and building relationships with International student bodies and divisions (where they exist) to collaborate on institution wide initiatives that support people from abroad, particularly with CALD backgrounds;

- Allocating time to developing and reviewing documentation for the committee and the university more broadly
- Attending committee meetings once per month as part of their term, as well as working group meetings for Network projects;
- Liaising with committee members regarding policy and procedure;
- Engaging with network members and eliciting their feedback and contribution into committee and university projects and initiatives; and
- Facilitate activities to maintain the momentum of the network.

6.10 Graduate Student Association and UMSU Representatives

The primary function of the Student Representatives are to be the voice of their respective University cohort (ie. UMSU = Undergraduate, GSA = Graduate) 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