

# UQ ALLY ACTION COMMITTEE TERMS OF REFERENCE

<b>Contact</b>	Chair: Krystian Choros Deputy Chair: Secretariat: Administration and Support Officer, Workplace Diversity and Inclusion
<b>Date Last Approved</b>	31/07/2023
<b>Dates Previously Amended</b>	21/03/2022
<b>Key governing documents</b>	UQ Ally Action Plan 2019-2022, LGBTQIA+ Inclusion Action Plan 2019-2022

## Objective

The objective of the UQ Ally Action Committee is to drive greater inclusion and celebration of diverse sexes, genders and sexualities at the University of Queensland and the community it serves.

## Terms of Reference

The UQ Ally Action Committee will:

1. facilitate consultation with the UQ community to ensure progress on inclusion and celebration of diverse sexes, genders and sexualities;
2. in association with Workplace Diversity and Inclusion and the Ally Executive Champions, devise and regularly review the UQ Ally Action Plan 2019-2022, LGBTQIA+ Inclusion Action Plan 2023-2025
3. provide leadership to the UQ Ally Network by facilitating and encouraging engagement with events, programs and other initiatives pertinent to the UQ Ally Network;
4. provide advice to the Gender Steering Committee (GSC) as part of the UQ SAGE Athena SWAN program, and other formal committees as requested;
5. act as a consultative mechanism for matters pertaining to LGBTQIA+ inclusion at the University;
6. provide reports to the Senate Committee on Equity, Diversity and Inclusion and other relevant University governance structures on matters pertinent to the inclusion of diversity of gender, sex and sexuality at UQ; and
7. contribute to the UQ Australian Workplace Equality Index application process.

## Committee Membership

The committee will comprise of:

1. Members of the UQ Ally Network, including at least:
  - a. 2 professional staff Allies;
  - b. 2 academic staff Allies;
  - c. 1 Aboriginal and Torres Strait Islander representative;
  - d. 1 Ally representative from the Residential Colleges;
  - e. 1 Ally representative from the Gatton campus;
  - f. 1 Ally representative from the Herston Health Precinct/hospitals
  - g. 1 representative from Workplace Diversity and Inclusion
2. Student representatives, including at least:
  - a. 1 undergraduate student
  - b. 1 postgraduate student
  - c. 1 representative from the UQU Student Executive (VP Gender and Sexuality – Queer Officer or their nominated alternative)
  - d. 1 representative from the UQU Queer Collective (Chair or their nominated alternative)

The composition will follow the principle “nothing about us without us”. This means that the majority of committee members will identify as LGBTQIA+.

Additional members may be appointed at the discretion of the Chair and Deputy Chair.

### **Terms of Membership**

Each member must comply with the Terms of Reference of the Committee, University policies and procedures and any other governing documents informing the Committee.

Each Committee Member serves an initial two-year term. On approval from the Committee, the Committee Member may serve subsequent two-year terms, either consecutively or non-consecutively. There is no limit to the number of terms that a Committee Member may serve, provided that they have approval from the Committee.

If a Committee Member wishes to resign from their role as a member, the incumbent must provide the Committee at least 2 weeks' notice, where possible.

Committee members who have been recorded absent for three consecutive meetings, without providing a valid reason, will be at risk of losing their membership of the Committee.

Committee members (including the Chair) are responsible for the following:

- Ensure that the Committee is effective, given its roles and responsibilities.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other committee documents, as well as activities outside of the convened meetings as required.
- Actively contribute to the work of the Committee in achieving its objectives.
- Ensure that issues, risks and opportunities are identified in a timely way, by providing agenda items to the Secretary in advance of meetings.
- Support open discussion and debate and encouraging fellow Committee members to voice their insights and views.

Report upon any barriers to the implementation of AAC actions and initiatives within their Faculty/Institute/Unit towards furthering UQ's commitment to LGBTQIA+ inclusion in the University.

### **Chair and Deputy Chair positions**

1. The Chair and Deputy Chair of the AAC will be selected by AAC members through a voting process.
2. The voting process can be carried on during an AAC meeting, if there is 50 per cent of membership attendance, or online.
3. It is the expectation that at the end of the current Chair's role, the Deputy Chair will become the Chair of the AAC.
4. The Chair will serve a minimum term of 12 months and maximum two-year term. Following this two year term, the Chair can apply to serve a second term if they wish.

### **Role of the Chair**

1. To regularly chair meetings of the AAC in collaboration with the Deputy Chair
2. To attend regular meetings and maintain contact with the Ally Executive Champions to brief them on the AAC, Ally Network, Ally Action Plan actions and other matters as needed
3. To work with AAC Secretary to prepare reports for SCEDI and attend SCEDI meetings
4. To provide input into the annual AWEL submission, in consultation with Workplace Diversity and Inclusion and Pride in Diversity
5. To provide strategic direction and advice, particularly in relation to the development and implementation of an Ally Action Plan.

**Role of the Deputy Chair**

1. To chair meetings of the AAC in collaboration with the Chair, or when the Chair is unavailable. The Deputy Chair is responsible for informing the Chair as to the matters raised or agreed to.
1. To attend regular meetings with the Ally Executive Champions to support the Chair
2. To assist the Chair and AAC Secretary to prepare reports for SCEDI and attend SCEDI meetings as required
3. To provide input into the annual AWEI submission, in consultation with Workplace Diversity and Inclusion and Pride in Diversity
4. To provide strategic direction and advice, particularly in relation to the development of an Action Plan and its implementation.

**Governance/Decision making**

1. Provide advice to the Gender Steering Committee of the UQ SAGE Athena SWAN as requested.
2. Report to the Ally Executive Champion(s) on the progress of the UQ Ally Action Plan, and other formal committees as requested.
3. Report and provide advice to the Senate Committee on Equity, Diversity and Inclusion on matters consistent with the remit of the Senate Committee, through the AAC Chairs or Ally Executive Champions, as appropriate.

**Administrative Arrangements**

UQ Ally Action Committee meeting support –

1. A Committee Secretariat, provided by Workplace Diversity and Inclusion, Human Resources.
2. The agenda and papers should be distributed at least one week prior to the meeting.
3. The Terms of Reference of the Committee and the functioning of the Committee should be subject to regular review by the Vice-Chancellor, including self-assessment by the Committee every two years, to ensure it is operating effectively and fulfilling its functions

**Quorum**

50 per cent of membership

**Meeting frequency**

At least six times a year.