

# Equity, Diversity and Inclusion (EDI) Management Committee

## Terms of Reference

### Establishment of the Committee

The Equity, Diversity and Inclusion Management Committee was established on 22 September 2023 to support and advise the University in relation to student and staff equity, diversity and inclusion matters.

### Roles and Responsibilities of the Committee

- Provide oversight of UQ's commitment to genuine and sustainable equity, diversity and inclusion.
- Lead the establishment and implementation of strategic initiatives to support equity, diversity and inclusion for staff and students at UQ, underpinned by an intersectional approach.
- Monitor and provide regular reports on UQ's current state and progress towards achievement of strategic initiatives to support equity, diversity and inclusion.
- Build awareness and engagement with the broader UQ community through the implementation of an effective communication strategy.
- Identify and provide guidance to resolve issues and risks.
- Play a governance advisory role to the Vice-Chancellor through the University Senior Executive Team, and to Senate through the Senate Committee for Equity, Diversity and Inclusion.

## Structure and Composition of the EDI Management Committee

Membership Category	Role	Portfolio / Unit
Chair	Deputy Provost	Office of the Provost
Deputy Chair	Associate Director, Workplace Diversity and Inclusion	Chief Operating Office – Human Resources
Ex officio	Deputy Vice-Chancellor (Academic) or nominee	Office of the Deputy Vice-Chancellor (Academic)
Ex officio	Research Director, The Queensland Commitment	Advancement and Community Engagement
Ex officio	Director, Office of the Provost	Office of the Provost
Ex officio	Director, Planning and Business Intelligence or nominee	Planning and Business Intelligence
Ex officio	Deputy COO	Office of the Chief Operating Officer
Ex officio	Director, Future Students	Office of the Deputy Vice-Chancellor (Global Engagement)
Ex officio	Aboriginal and Torres Strait Islander Employment Steering Committee Chair	Office of the Deputy Vice-Chancellor (Indigenous Engagement)
Ex officio	Reconciliation Action Plan Oversight Committee Chair or nominee	Office of the Vice-Chancellor
Ex officio	Gender Steering Committee Chair	Office of the Provost
Ex officio	Ally Action Committee Chair	School of Mechanical and Mining Engineering
Ex officio	Disability Inclusion Group Chair	TC Beirne School of Law
Ex officio	Cultural Inclusion Council Chair	Queensland Alliance for Agriculture and Food Innovation (QAAFI)
Ex officio	Age Friendly Committee Chair	Faculty of Health and Behavioural Sciences
Appointed	Faculty representative	Faculty
Appointed	Institute representative	Institute
Appointed	Undergraduate or Postgraduate student nominated by the Deputy Vice-Chancellor (Academic)	Enrolled student
Secretary	Principal Project Officer, Office of the Provost	Office of the Provost

## Acting Chair

If the designated Chair is not available, the Deputy Chair will be responsible for convening and conducting that meeting. The Deputy Chair is responsible for informing the Chair as to the matters raised or agreed to.

## Appointed

- Faculty representative – each Executive Dean will nominate one Faculty representative (Academic or Professional) and USET will consider the six nominations and approve one for a term of 12 months (typically an annual term – January to December).
- Institute representative – each Institute Director will nominate one Institute representative (Academic or Professional) and USET will consider the five nominations and approve one for a term of 12 months (typically an annual term – January to December).
- Undergraduate or Postgraduate student – the Deputy Vice-Chancellor (Academic) will appoint one enrolled undergraduate or postgraduate student for a term of 12 months (typically an annual term – January to December).

## Observers

Observers may attend as required at the discretion of the Chair.

## Proxies

Members of the committee can send proxies to meetings. Proxy members have full authority on matters of decision required by the committee for meetings they are in attendance for. Committee members are requested to inform the Chair as soon as possible if they intend to send a proxy to a meeting.

## Responsibilities of all Members

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.
- Actively contribute to the work of the Committee in achieving its objectives, using an intersectional lens.
- 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.
- Ensure that any conflict-of-interest office is avoided, resolved or appropriately managed in accordance with the Policy.
- Comply with the University's Code of Conduct, particularly the confidentiality requirement.
- Comply with the Diversity and Inclusion policy.

## Operation of the Committee

- The Committee will meet quarterly; additional meetings may be scheduled as necessary.
- The agenda and papers should be distributed at least one week prior to the meeting.
- The quorum for meetings is 50 per cent of voting members plus one.
- 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.

## Membership appointment

- Vice-Chancellor appoints the Chair of the Committee and Committee members.
- The Committee has the ability to co-opt external members with appropriate expertise.
- Only members have voting rights.

## Term of appointment

The term of appointment of an Ex Officio Member is up to four years, and may be renewed. Appointed members serve a 12 month term, and may be re-appointed for up to 3 consecutive terms. Appointment terms should be staggered to ensure continuity of membership.

# Equity, Diversity and Inclusion at UQ

## Governance

