

UQ ALLY ACTION COMMITTEE TERMS OF REFERENCE

Contact	Chair: Benjamin Burton and Tarriaki Duncan Secretariat: Ms Monika Andersen, Administration and Support Officer, Workplace Diversity and Inclusion
Date Last Approved	16/01/18
Dates Previously Amended	19/11/2018
Key governing documents	UQ Ally Action Plan
Objective	
The objective of the UQ Ally Action Committee is to drive greater inclusion and diversity of sex, genders and sexualities at the University of Queensland and the community it serves.	
Terms of Reference	
The UQ Ally Action Committee will	
<ol style="list-style-type: none"> 1. facilitate consultation with the UQ community to ensure progress on inclusion and diversity of sex, genders and sexualities; 2. devise and drive actions in the UQ Ally Action Plan; 3. provide leadership to the UQ Ally Network by encouraging engagement with events, programs and other initiatives pertinent to the UQ Ally Network; 4. provide advice to the Self-Assessment Team (SAT) as part of the UQ SAGE Pilot of Athena SWAN program; 5. provide reports to the relevant governance structures on matters pertinent to gender, sex and sexuality diversity inclusion at UQ; and 6. contribute to the UQ Australian Workplace Equality Index application process. 	
Committee Membership	
The committee will comprise of:	
UQ Allies, including at least:	
<ul style="list-style-type: none"> • 2 professional staff Allies; • 2 UQ academic staff Allies; • 1 UQ College Ally representative; • 1 Gatton Ally Action Committee representative and ; • 2 UQ student representatives; • 1 UQU Representative (ideally VP on Gender and Sexuality) 	
The composition will follow the principle “nothing about us without us”. This means that the majority of committee members will identify as LGBTIQ+.	
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 will serve a maximum two year term. Following this two year term, committee members can apply to serve a second term if they wish.	
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.	

Governance/Decision making

- Provide advice to the Self-Assessment Team of the UQ SAGE Pilot of Athena SWAN as requested.
- Report to the Ally Executive Champion/s on the progress of the UQ Ally Action Plan.
- Report and provide advice to the Senate Committee on Equity, Diversity and the Status of Women on matters consistent with the remit of the Senate Committee, through the UQ Ally Executive Champion/s.

Administrative Arrangements

UQ Ally Action Committee meeting support –

- A Committee Secretariat, provided by Workplace Diversity and Inclusion, Human Resources.

Quorum

50 per cent of membership.

Meeting frequency

At least six times a year.