

CULTURAL INCLUSION COUNCIL TERMS OF REFERENCE | 2020

Reporting To	Senate Committee for Equity, Diversity, and Inclusion
Contact	<p>Executive Champion: Mr Rongyu Li, DVC (External Engagement)</p> <p>Chair: Professor Neena Mitter, Centre Director for Centre of Horticultural Science</p> <p>Deputy Chair: Liliana Hernandez Molina, Human Resources Advisor, Human Resources</p> <p>Secretariat: Workplace Diversity and Inclusion</p>
Date Last Approved	9 June 2020
Date Previously Amended	
Date for Next Review	2021
Sub-Committees	
Key Governing Documents	UQ Strategic Plan 2018 - 2021
Objective	The Cultural Inclusion Council will serve as a platform and voice for the cultural and linguistic diverse background staff and students.
Terms of Reference	<p>The Cultural Inclusion Council will:</p> <ol style="list-style-type: none"> 1. develop, deliver, and report against UQ's cultural and linguistic diversity (CALD) strategies and plans; 2. provide oversight and advice on matters related to staff and student CALD initiatives at UQ; 3. be available for consultation and provide feedback to UQ on CALD matters when requested; and, 4. report to the Senate Committee for Equity, Diversity and Inclusion, on strategic issues, initiatives and achievements relating to CALD at UQ. 5. report to the Cultural Inclusion Executive Champion on the progress of the CALD strategic plan 6. represent UQ at external and internal events to progress CALD initiatives 7. review and update UQ guides/ policies to support CALD
Composition	<ul style="list-style-type: none"> • Representative from Indigenous Staff Network; • Representative from ITaLI; • Representative from Gender Steering Committee; • Representative from Student Services; • Representative from School of Languages and Cultures; • Representative from Workplace Diversity and Inclusion; • at least two UQ professional staff representatives with a CALD background; • at least two UQ academic staff representatives with a CALD background; and • at least two student representatives with a CALD background.

Membership

- The staff and student representatives of the Council will be selected via an expression of interest process.
- The CIC will be chaired by a person with a CALD background.
- The Cultural Inclusion Council will meet at least four times a year.
- Members will have a minimum term of 12 months.
- Members will be purposefully selected to ensure gender equity, seniority balance, student representation, diversity of employment type, diverse representation in terms of demographics, diversity areas of focus and different organisations.
- Members are expected to attend all CIC meetings. If a member misses three or more, without a valid reason such as being sick, then they will be at risk of losing their membership of the CIC.
- Members must agree to, and fulfil, the expectations of the CIC membership, as outlined in appendix i.

Governance/ Decision making

- The Executive Champion (VCC Member) will be the conduit between the CIC and the VCC.
- The CIC, through the Executive Champion (VCC Member), may send matters to the VCC for consideration and endorsement/approval.
- Matters will typically only be sent to the Senate Committee for Equity, Diversity and Inclusion or Senate for noting/information.

Administrative Arrangements

- Administrative and secretarial support will be provided by Workplace Diversity and Inclusion. All meetings and supporting material will be accessible.
- The agenda will be shared with all members at least 4 days before the meeting.
- The CIC will meet at least four times each year.

Quorum

50 per cent of members

Appendix i – Expectations of members of the Cultural Inclusion Council

Members of the Cultural Inclusion Council agree to the following expectations and guidelines:

- To adhere to the Terms of Reference of the CIC;
- To commit to and adhere to the role of the CIC;
- To adhere and apply the privacy and confidentiality principles, as outlined in UQ Privacy Management Policy and Procedure and the Code of Conduct. Members of the CIC will be privy to sensitive data and are required to maintain integrity and confidentiality of all matters discussed at CIC meetings and other associated meetings;
- To attend all CIC meetings, and other associated meetings. If a member misses three or more, without a valid reason such as being sick, then they will be at risk of losing their membership of the CIC;
- To acknowledge and respect the diversity of the CIC, and the University community of which CIC members represent;
- To acknowledge that as a member of the CIC your role is to champion and steer the implementation of UQ's Strategic Action Plan and you should lead engagement with the relevant actions in your organisational unit; and
- To always act with integrity, honesty and sensitivity, while applying the principles of equity, diversity and inclusion in all aspects of their work to be leaders in the University community.

Failure to comply with these expectations and membership guidelines may result in the termination of membership of the CIC. This decision will be at the discretion of the Chair of the CIC.