### UQ ALLY ACTION COMMITTEE TERMS OF REFERENCE

| Contact          | Chair: Dino Willox and Tarriaki Duncan  
| Secretariat: Administration and Support Officer, Workplace Diversity and Inclusion |
| Date Last Approved | 12/11/2020 |
| 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:
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 Gender Steering Committee (GSC) as part of the UQ SAGE Athena SWAN program, and other formal committees as requested;
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:
- 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)
- 1 Queer Collective Representative (ideally on the QC Board)

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

**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 Gender Steering Committee of the UQ SAGE Athena SWAN as requested.
- Report to the Ally Executive Champion/s on the progress of the UQ Ally Action Plan, and other formal committees as requested.
- 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 –
- A Committee Secretariat, provided by Workplace Diversity and Inclusion, Human Resources.

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<tr>
<th>Quorum</th>
<th>Meeting frequency</th>
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<td>50 per cent of membership.</td>
<td>At least six times a year.</td>
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