

CULTURAL INCLUSION COUNCIL TERMS OF REFERENCE | 2022

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: Seb Dianati, Digital Curriculum Designer, Senior Teaching Fellow, School of Languages and Cultures</p> <p>Secretariat: Workplace Diversity and Inclusion</p>
Date Last Approved	8 April 2022
Date Previously Amended	9 June 2020
Date for Next Review	2023
Sub-Committees	To be established, as needed
Key Governing Documents	UQ Strategic Plan 2022-2025
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 other diversity committees; • 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 one undergraduate student representative with a CALD background • at least one postgraduate student representative with a CALD background
Membership	<ul style="list-style-type: none"> • The staff and student representatives of the Council will be selected via an expression of interest process. Every year, an EOI will be circulated to ensure new members and new voices are in the committee, with a maximum of 22 members. • 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 are requested to serve for an initial term of 12 months, with no maximum tenure to ensure continuity of service. • 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, different organisations, and representation from all UQ campuses. • 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.

Chair and Deputy Chair Positions

- The Chair and Deputy Chair of the CIC will be selected by CIC members through an EOI and then voting process.
- The voting process can be carried on during a CIC meeting or online, as long as a quorum is reached.
- The Chair of the CIC will serve for a term of 24 months. Following this two-year term, the Chair can apply to serve another 12 months if they wish.
- The Deputy-Chair of the CIC will serve a minimum term of 12 months. It is the expectation that at the end of the current Chair's role, the Deputy Chair will become the Chair of the CIC.
- The Chair and Deputy Chair will need to commit a total of approximately two days per month to CIC work, in the form of responding to email queries, approving, or suggesting agenda items or meeting minutes, representing CIC at internal and external meetings, as well as other ad-hoc duties.

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;
- To be involved in planning and leading events. Championing CALD initiatives across the University and moving the CIC's agenda forward; 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.