

UNIVERSITY OF CANBERRA ALLY COMMITTEE

TERMS OF REFERENCE (TOR)

APRIL 2019



MISSION

The University of Canberra (UC) Ally Network gives effect to the University's commitment to be an inclusive community that respects the dignity and agency of all people. It offers a voice and visible network of mentors and supporters for people who identify as LGBTIQ+.

The Network's mission is to –

- Foster a sense of inclusivity with the aim UC becomes the most LGBTIQ+ friendly campus in Australia
- Raise awareness of the rights and concerns of Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) students, staff, other members of the UC community and visitors
- Provide proactive and effective advocacy that informs policy and decision making across the University. Endeavour to provide an example of respectful and inclusive action through the day by day behaviour of Network members.

To achieve this, we will –

1. Provide opportunities for LGBTIQ+ people and their peers to identify, articulate and act on concerns regarding full participation by those people in the life of the University;
2. Proactively provide strategic advice to the University (Council, staff and students) on issues which affect or have the potential to impact on the LGBTIQ+ community on campus;
3. Sponsor inclusive social and networking events on campus to foster awareness, respect, agency, resilience and inclusion;
4. Actively promote a socially and culturally inclusive community that celebrates diversity on campus;
5. Strengthen information sharing and policy implementation with professional staff, Deans, Faculty Managers, Program Directors and Convenors as people who are instrumental in ensuring a culturally diverse community;
6. Strengthen links with key stakeholders in the wider Canberra community (including the ACT LGBTIQ+ Ministerial Advisory Council and Australian government) on policy development and other issues relevant to LGBTIQ+ people.
7. Disseminate (in person, electronically or otherwise) information to the university community;
8. Give effect to the mission through a work plan of action that is transparent, prioritised, forward-looking and practical;
9. Adopt good governance in respect of ALLY Network decision-making and budget management.
10. Provide Ally training opportunities for staff and students on an annual and where possible more frequent basis.

MEMBERSHIP

The Ally Network will be open to all University of Canberra students and staff. Members of the UC community can join the Ally network as ordinary members, providing them the opportunity to join

meetings, participate in social and community events and contribute to the Ally network's advocacy efforts.

Members may also opt-in as 'Chief Allies', with an expectation that these staff are required to be a public point of contact for Ally, act as representatives of their respective work areas, have the right skills to be able to support staff and students that reach out to them and have a detailed understanding of the complexity and nuances of LGBTIQ+ issues.

All members of the Ally community, whether they are ordinary members or Chief Allies, are expected to show: –

- A demonstrated commitment to an inclusive community.
- A demonstrated knowledge of the interests and concerns of Lesbian, Gay, Bisexual, Transgender, Intersex and/or Queer people and stakeholders, recognising that each member may have expertise with one or more specific communities.
- An ability and willingness to advocate, consult and represent a wide range of views of Lesbian, Gay, Bisexual, Transgender, Intersex and/or Queer communities on campus.
- A commitment to participate fully in meetings/ activities.
- An ability to contribute to Ally Network processes and consultation activities.
- A commitment to act accountably, transparently, fairly, honestly, legally and with dignity.

As public faces of the network, Chief Allies must also make a commitment to:

- Completion of ally leadership training; and
- Be a public point of contact for the Ally Network, listed as Chief Allies on the UC Ally Network website.

Only members who have undertaken the Ally leadership training will be listed as Chief Allies on the website. Membership will be unpaid.

RESPONSIBILITIES OF THE ALLY NETWORK MEMBERS

In giving effect to the Ally Network Mission it is expected that members will –

- Set an example in their dealings with peers about respect, initiative and inclusiveness
- Consult broadly with the LGBTIQ+ community and with UC more widely;
- Identify and engage new members of the LGBTIQ+ network;
- Promote activities, events and news; and
- Actively contribute to Network governance and implementation.

DECISION MAKING AND ACTION

Discussion and decision-making will be through meetings (see below) and email.

Action may be delegated to specific members on the basis of interest, expertise and availability.

ROLE OF THE CHAIR

The role of the Chair is to -

- Act as the representative for the UC Ally Network.
- Facilitate orderly and constructive discussions between members on matters within the Terms of Reference.

- Assist members to work together as a group by facilitating discussion; ensuring all members have equal opportunity to contribute ideas, opinions and concerns; and drawing participation from all members.
- Maintain a positive and constructive atmosphere at meetings by encouraging courtesy, respect and openness.
- Ensure that any action required is appropriately assigned and followed up to agreed timeframes.

MEETINGS

It is expected that -

- The Network will meet six times per year. Additional working meetings may be formed if necessary.
- A draft agenda will be developed prior to each meeting by the Secretary in consultation with the Chair and members.
- The agenda will have clear objectives that will advance the aims of the Ally Network.
- The agenda and related papers are to be circulated to members one week prior to the meeting.
- Meetings will be facilitated by the Chair and recorded by the Secretary.
- Whenever possible, decisions of the Network are to be made by consensus, or if consensus cannot be reached, by a majority vote of those members present.
- Diversity of opinion on key issues will be reflected in the Minutes.

For material decisions to be made at meetings there is to be a quorum of no less than half the total current number of members plus one.

Suggestion:

For material decisions to be made at meetings, the Chair will determine if a decision can be made based on the number of attendees at the meeting and the opinions of those in attendance.

TRANSPARENCY

The Network has a commitment to best practice regarding transparency and associated accountability.

Some matters discussed in meetings or in other communication may be confidential (e.g. disclosure of personal information by or about students) and will accordingly not be recorded or disclosed in a way that would be disrespectful or harmful.

Draft and/or final documents, minutes and decisions can be made available via channels at the consensus of the members.

SECRETARY

The Secretary will assist with

- Developing agendas in consultation with the members;
- Distributing the agenda and meeting papers to members;
- Recording and distributing minutes within two weeks of each meeting.

Members will advise the Secretary when they have completed agreed actions arising from previous meetings.