

Terms of reference for the LGBTQI+ Employee Network

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| **Purpose** | To set out the terms of reference for the University LGBTQI+ Employee Network, which details how the purpose and values of the network, its strategic aims, as well as its governance procedures and offices. |

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# Name

1.1 The name for this membership-based network of employees is “the LGBTQI+ Employee Network”, referred to in this document as “the Network”. The name may be changed by majority vote of the membership of the Network at an Annual General Meeting.

# Purpose and values

2.1 The purpose of the Network is to facilitate the coming together of colleagues that are part of the LGBTQI+ community to support the development of an inclusive culture and the realisation of workplace equality for people of all sexualities and genders that work and study at the University of St Andrews, referred to here as “the University”. This commitment is underpinned by the University’s Diverse St Andrews Strategic Themes.

2.2 The Network seeks to achieve its purpose by adopting specific values to guide the development of its objectives, actions, and role within the University community. These values are ‘Advocate’, ‘Celebrate’, and ‘Educate’.

## 2.3 Advocate

2.3.1 The Network advocates for members of the St Andrews LGBTQI+ community, using its position to bring about positive change. It provides a space for community building amongst LGBTQI+ employees at the University.

## 2.4 Celebrate

2.4.1 The Network celebrates the successes of its community so LGBTQI+ employees at St Andrews can feel comfortable and confident in their identities, and able to live openly and proudly.

## 2.5 Educate

2.5.1 The Network educates its members and the St Andrews community to help us all treat each other with greater empathy, respect, and dignity. The Network acknowledges differences in relative privilege between people with different identities under the LGBTQI+ umbrella and those with intersecting identities. The network seeks to facilitate understanding across the community of these unique experiences, including experiences of marginalisation and oppression, while recognising that this requires respect and care for the wellbeing of those doing the educating.

# Objectives

3.1 While the Network’s Annual Programme is drafted and agreed at each annual general meeting, the Network holds the following long-term strategic objectives:

3.1.1 Facilitate a safer and more supportive environment for LGBTQI+ employees to commune and celebrate themselves and each other, and;

3.1.2 Develop and maintain positive relationships with parallel employee networks to strengthen and share the Network’s knowledge and resources.

3.1.3 Provide direction to the University on matters of importance for Network members to help create and champion an inclusive working culture within the University.

3.1.4 Effectively communicate and promote, within the Network and the University, the goals, responsibilities, activities, and successes of the Network.

# Membership

4.1 Membership is open to all employees that operate within the University. The Network is open to all individuals who are employed directly by the University, including students that are employed by the University (e.g., postgraduate researchers, graduate teaching assistants, graduate and undergraduate research assistants).

4.2 Individuals who are volunteers, employed via an agency, or employees of a contractor working in partnership with the University are welcome to attend Network events and meetings upon request.

4.3 Members are expected to behave and act in a manner in line with the University’s expectations of acceptable conduct, as outlined in the [Dignity and Respect at Work Policy](https://www.st-andrews.ac.uk/policy/staff-employee-relations-dignity-and-respect/dignity-and-respect-at-work-policy.pdf). Network members may raise any grievances or issues relating to the conduct of other members of the network, or interactions with University employees, students, or members of the public through their involvement with the network to the network’s Leadership Team. Other avenues which can be used to raise concerns or grievances external to the network can also be found in the Operational Guidelines for University Employee Networks document.

4.5 Individuals may request to join the Network by contacting a co-chair via email to the Network’s dedicated email address: lgbtqiemployeenetwork@st-andrews.ac.uk.

4.6 Details of the Network’s membership, including any personal information, will be held, and handled by the current role holders of the Leadership Team only. The Leadership Team will handle all personal information in line with the University’s [privacy and data protection policies](https://www.st-andrews.ac.uk/terms/data-protection/).

# Meetings

## 5.1 Ordinary meetings

5.1.1 The Network meets formally at least once per year, including at an annual general meeting, to discuss Network progress and business. Additional meetings, events and activities will be organised by the leadership team and other Network members.

## 5.2 ‘Annual General Meetings’ and ‘Extraordinary Meetings’

5.2.1 An Annual General Meeting will be held to appoint new Leadership Team members and settle any significant matters arising.

5.2.2 Any member of the Network may call for an Extraordinary Meeting, if seconded by another member of the Network. An Extraordinary General Meeting should only be called to resolve an immediate and present concern for the Network that cannot wait until the next Annual General Meeting to resolve (e.g., the dissolution of the Leadership Team while mid-term, a matter or event of local, national, or international significance that significantly affects the members of the Network, etc.)

# The Leadership Team

## 6.1 Leadership Team purpose and scope

6.1.1 The Leadership Team acts as the executive body of the Network.

6.1.2 The Leadership Team will:

* support the Network in the realisation of the objectives set out in the Terms of Reference;
* facilitate and organise activities, meetings and events for the Network;
* provide a point-of-contact for communication with the Network for the University community, including (where appropriate) University Senior Management and external parties;
* communicate updates on Leadership Team business with the wider Network membership via email and at meetings;
* facilitate and organise elections to the Leadership Team;
* appoint non-executive duty holders, such as Microsoft Teams Site Moderator or Meeting Note-Taker, on a needs basis, and;
* consider and make decisions as necessary on behalf of the LGBTQI+ network.

## 6.2 Leadership Team Membership

6.2.1 Membership of the Leadership Team is comprised of up to seven officers, consisting of:

* Three Co-Chairs;
* One Secretary, and;
* Up to three ordinary Leadership Team members.

6.2.2 The offices of the Leadership Team are occupied by no more than seven members, as listed in 6.2.1, and are occupied by members of the Network elected at an Annual General Meeting.

6.2.3 The Leadership Team should, wherever possible, consist of an intersectional range of genders, sexualities, and other identities and active effort must be made by the Leadership Team in promoting and uplifting the voices of people that are underrepresented by the Leadership Team. The Leadership Team should, wherever possible, have members from teaching, research, and professional services as role holders.

6.2.4 The Leadership Team will be headed by the three Co-Chairs, supported by up to three ordinary Leadership Team members and the Leadership Team Secretary.

6.2.5 The structure of the Leadership Team and specific responsibilities of each office are described in role descriptions, documented in appendices to the Terms of Reference.

6.2.6 The Leadership Team role descriptions may be changed at the next available Network’s Annual General Meeting.

6.2.7 The Leadership Team will communicate (where appropriate) with the University’s Equality and Diversity team.

## 6.3 Appointment to Leadership Team roles

6.3.1 Elections for the offices of the Network’s Leadership Team take place at the Network’ Annual General Meeting. Assembled members will be invited to vote for their preferred candidate (or confirm the appointment of a sole nominee) by a show of hands. Proxy votes made in writing by established members will be accepted. In the event of a tie, the member of the leadership team who is chairing the meeting will have the casting vote, provided they are not a candidate in the tied vote.

6.3.2 With regard to the elections to the offices of the Network’s Leadership Team, a candidate:

* must be employed, either permanently or as a fixed-term appointee, directly by the University in order to be eligible;
* may nominate themselves or be nominated by another member of the Network, with the nominee’s consent, and if seconded, stand for any office up for election;
* may be a member who is a current or previous holder of a Leadership Team role;
* must make a declaration stating that they understand and are willing to commit to the responsibilities, as outlined in the published role description, of the office they wish to be considered for.

6.3.3 The membership of the Leadership Team:

* may choose to step down from their elected office, ideally giving one month’s notice to the rest of the leadership team to ensure a smooth transition;
* retain the authority to co-opt, by simple majority, up to two members, in the event of vacancies arising during the term of office;
* must present a reason for the co-option of members to the Leadership Team that take them over the quota of members;
* must take reasonable action to achieve proportional representation of teaching, research, and professional services employees across the Leadership Team members, and;
* must take reasonable action to encourage and facilitate the representation of a broad range of genders, sexualities, and other identities, in the nominations for roles within the Leadership Team via the normal democratic appointment procedures.

## 6.4 Meeting arrangements

6.4.1 The Leadership Team meets at least twice per semester to discuss the management of the Network’s activities. The quorum is three members and must include at least one co-chair.

6.4.2 Agendas for all meetings are prepared by the Secretary at least five working days in advance of the meeting. Minutes are prepared by the Network Secretary and circulated to the Leadership Team in draft within five working days of the meeting, unless otherwise notified. Meetings are chaired on a rotation basis by one co-chair. Any member of the network, supported by a seconder, may call an extraordinary meeting should the need arise.

# Review and amendment to the Terms of Reference

7.1 The Terms of Reference will stand unless a review is called for by a member making a motion, that is seconded by another member, at the next Annual General Meeting. A review may be triggered by a majority vote at an Annual General Meeting.

7.2 A review of the Terms of Reference is conducted by the current Leadership Team who will request feedback from the membership regarding the current Terms of Reference and draft a new Terms of Reference based on the feedback of members.

7.3 The Leadership Team will submit a revised draft of the Terms of Reference based on the feedback from members, along with the current version of the Terms of Reference to the membership to vote on which Terms of Reference they want to accept. The new draft of the Terms of Reference will be adopted by a majority vote of the membership, otherwise the current Terms of Reference will stand.

7.4 An amendment to a single subsection of the Terms of Reference (e.g., Section 6.4.1) may be tabled, discussed, and agreed by a majority vote at an Annual General Meeting.

# Appendices

## 8.1 Appendix A – List of current Leadership Team roles holders

|  |  |  |  |
| --- | --- | --- | --- |
| **Leadership Office** | **Name** | **Job title**  | **School/Unit** |
| Co-Chair |  |  |  |
| Co-Chair |  |  |  |
| Co-Chair |  |  |  |
| Secretary |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |

## 8.2 Appendix B – Leader Team role descriptions

**Co-Chair role description**

|  |  |
| --- | --- |
| **Role title** | Co-Chair |
| **Term length** | 2 years1 year |
| **Hours** | 1-2 hours per week (average) |
| **Direct reports** | Secretary, Leadership Team Members |
| **Supported by** | Co-Chairs |

**Overview and purpose of the role:**

The LGBTQI+ Employee Network exists to facilitate the coming together of colleagues that are part of the LGBTQI+ community to support the development of an inclusive culture and the realisation of workplace equality for people of all sexualities and genders that work and study at the University of St Andrews.

The purpose of the role of Co-Chair is to provide principal leadership and responsibility for the Network on behalf of its membership. The Co-Chair heads the Leadership Team of the Network, acts as a public representative of the network and its membership, and provides strategic and practical support or the network in upholding and achieving the stated values and objectives as set out in the Terms of Reference and associated Network meetings.

The Co-Chair is supported in the fulfilment of their role by fellow Co-Chairs, the Network Secretary, the Leadership Team Members and the general membership of the Network.

**Key duties and responsibilities:**

* Lead the Network in pursuing its aims.
* Delegate responsibility for activities to members of the Leadership Team and the Network membership where appropriate.
* Support the growth of the Network and its membership.
* Advocate for and protect the interests of the Network and its membership.
* Support the development of partnerships with other networks, organisations, and bodies that share the same values and interests as the Network.
* Consult members on the priorities of the Network’s strategy, activities, its formal roles and their responsibilities, and the Networks’ relationships with other bodies.
* Support the governance and administration of the Network’s internal operations, such as the appointment of Leadership Team members and oversight of the elections to the Leadership Team.
* Chair meetings of the Network on a rota basis with other Co-Chairs, including ordinary meetings, Leadership Team meetings, ‘Annual General Meetings’, and ‘Extraordinary Meetings’ where there is no conflict of interest with the purposes of the meeting.
* Act as a representative of the Network in formal University activities and events where appropriate. These may include participation in University committees, working groups, school councils, public events (e.g., St Andrews Pride), receptions, ceremonies, etc.
* Act as a representative of the Network at Network events and activities.
* Act as a signatory on behalf of the Network in formal public communications (e.g., internal University communications, newsletters, press releases, public statements, etc.)

**Desirable attributes:**

A successful candidate for this role should:

* be well informed of the Network’s purpose, values, and interests.
* be an active participant in Network activities and events.
* be capable of developing and maintaining positive working relationships with members and external stakeholders.
* be a good role model for members in their conduct.
* be a competent communicator and public speaker and act as a positive public image in representing the Network.
* be capable of working collaboratively with other members of the Leadership Team, members of the Network, and external partners to further the objectives of the Network.
* be a conscientious and active listener who is approachable and a broad awareness of the interests of members.
* have excellent organisational capability, including a systematic and thorough approach to the coordination of activities and events.
* be capable of effectively prioritising and managing Network administration along with their other commitments.

**Network Secretary role description**

|  |  |
| --- | --- |
| **Role title** | Network Secretary |
| **Term length** | 2 years 1 year |
| **Hours** | 1-2 hours per week (average) |
| **Direct reports** | N/A |
| **Supported by** | Co-Chairs, Leadership Team Members |

**Overview and purpose of the role:**

The LGBTQI+ Employee Network exists to facilitate the coming together of colleagues that are part of the LGBTQI+ community to support the development of an inclusive culture and the realisation of workplace equality for people of all sexualities and genders that work and study at the University of St Andrews.

The purpose of the role of Network Secretary is to provide administrative and governance support to the Network on behalf of the Leadership Team and the Network’s membership. The Network Secretary acts as the coordinator and administrator of the Leadership Team, regularly communicates with the membership on behalf of the Leadership Team regarding meetings, events, and notices of interest. The Network Secretary is the first point of contact for prospective members to learn more about the Network and enquire about membership, and for external bodies to liaise and communicate with the Network on a formal basis.

The Network Secretary is supported in the fulfilment of their role by the Co-Chairs and Leadership Team Members.

**Key duties and responsibilities:**

* Provide effective management of the Network’s records in line with the University’s data governance policies.
* Maintain the Network’s membership list and act as the first point of contact for membership enquiries from prospective members.
* Provide administrative support in formal Network meetings, including Leadership Team meetings, ‘Annual General Meetings’, and ‘Extraordinary Meetings’ by organising agendas in collaboration with the designated Chair, taking minutes, and distributing documents to all parties in a timely manner.
* Act as a first point of contact for members with any general enquiries and refer enquires to the appropriate Leadership Team member where necessary.
* Manage the Network’s Microsoft Teams group and mailbox, responding to all messages that require a response in a timely manner.
* Administrate the amendments to the Network’s Terms of Reference and associated governance documents as directed by the Leadership Team.
* Enable and allow Network members to provide support to the Network Secretary in the fulfilment of supportive work in Network activities (e.g., volunteering to help set up events, promote activities, supply resources, etc).
* Act as a representative of the Network in formal University activities and events where appropriate. These may include participation in University committees, working groups, school councils, public events (e.g., St Andrews Pride), receptions, ceremonies, etc.
* Act as a representative of the Network at Network events and activities.
* Act as a signatory on behalf of the Network in formal public communications (e.g., internal University communications, newsletters, press releases, public statements, etc.)

**Desirable attributes:**

A successful candidate for this role should:

* be well informed of the Network’s purpose, values, and interests.
* be an active participant in Network activities and events.
* be capable of developing and maintaining positive working relationships with members and external stakeholders.
* be a good role model for members in their conduct.
* be a competent communicator and public speaker and act as a positive public image in representing the Network.
* be capable of working collaboratively with other members of the Leadership Team, members of the Network, and external partners to further the objectives of the Network.
* be a conscientious and active listener who is approachable and a broad awareness of the interests of members.
* have excellent organisational capability, including a systematic and thorough approach to the coordination of activities and events.
* be proficient in taking detailed notes and minutes in meetings.
* be proficient in the Microsoft Office suite of applications (specifically Teams, Outlook, Word, and Excel)
* be capable of effectively prioritising and managing Network administration along with their other commitments.

**Leadership Team Member role description**

|  |  |
| --- | --- |
| **Role title** | Leadership Team Member |
| **Term length** | 1 year or a specified term associated with a particular activity |
| **Hours** | 1-2 hours per week (average) |
| **Direct reports** | N/A |
| **Supported by** | Co-chairs, Network Secretary |

**Overview and purpose of the role:**

The LGBTQI+ Employee Network exists to facilitate the coming together of colleagues that are part of the LGBTQI+ community to support the development of an inclusive culture and the realisation of workplace equality for people of all sexualities and genders that work and study at the University of St Andrews.

The purpose of the role of Leadership Team Member is to lead on specified activities on behalf of the Network’s membership. The Leadership Team Member coordinates and leads on Network activities and reports their progress and the outcomes of activities to the Leadership Team and the membership. The Leadership Team Member works and communicates with the membership and external partners in the development and delivery of their delegated activities and maintains positive working relationships between the Network and external bodies.

The Leadership Team Member is supported in the fulfilment of their role by the Co-Chairs and the Network Secretary.

**Key duties and responsibilities:**

* Lead the development of activities and events as delegated by the Co-Chairs of the Network.
* Collaborate with the Leadership Team in the development of initiatives that are set to achieve the aims of the Network.
* Coordinate with the Network Secretary in maintaining adequate records of Network activities, organising events, liaising with partner organisations, and communicating on behalf of the Network.
* Support the development of partnerships with other networks, organisations, and bodies that share the same values and interests as the Network in fulfilment of their delegated activity.
* Consult members on the priorities of the Network’s activities.
* Enable and support Network members in participating and supporting activities and events organised by the Network.
* Act as a representative of the Network in formal University activities and events where appropriate. These may include participation in University committees, working groups, school councils, public events (e.g., St Andrews Pride), receptions, ceremonies, etc.
* Act as a representative of the Network at Network events and activities.

**Desirable attributes:**

A successful candidate for this role should:

* be well informed of the Network’s purpose, values, and interests.
* be an active participant in Network activities and events.
* be capable of developing and maintaining positive working relationships with members and external stakeholders.
* be a good role model for members in their conduct.
* be a competent communicator and public speaker and act as a positive public image in representing the Network.
* be capable of working collaboratively with other members of the Leadership Team, members of the Network, and external partners to further the objectives of the Network.
* be a conscientious and active listener who is approachable and a broad awareness of the interests of members.
* have excellent organisational capability, including a systematic and thorough approach to the coordination of activities and events.
* be capable of effectively prioritising and managing Network administration along with their other commitments.