

Terms of Reference

Griffith Pride Subcommittee of Equity Committee

General

- The official acronym of the Committee, when referring to the Lesbian, Gay, Bi, Trans and Intersex community will be **LGBTIQ+**.
- The Griffith Pride Subcommittee of Equity Committee will -
 1. Provide advice to the Griffith University Equity Committee and its subcommittees on matters related to sex, gender and sexuality (LGBTIQA+) diversity and inclusion;
 2. Facilitate consultation with the Griffith community to ensure progress on sex, gender and sexuality (LGBTIQ+) diversity and inclusion;
 3. Contribute to and advise Equity Committee on the development, implementation and evaluation of the Griffith Pride Action Plan by –
 - a. contributing to Griffith applications for the Australian Workplace Equality Index;
 - b. evaluating relevant data, policies, systems, procedures and resources as relevant to the Griffith Pride Action Plan;
 - c. identifying areas of concern or emerging issues related to the Griffith Pride Action Plan; and
 - d. prioritising and proposing strategies to align with the overall goals of the Griffith Pride Action Plan.
 4. Provide leadership to the Griffith Ally Network by -
 - a. defining requirements and expectations as a Griffith Ally;
 - b. aligning the network objectives with the Griffith Pride Action Plan;
 - c. facilitating feedback and communication through the network; and
 - d. encouraging engagement with Griffith Pride events, programs and other initiatives.

Membership

Roles

- The Griffith Pride Subcommittee shall comprise -
 1. Chairperson appointed by the Chair of Equity Committee
 2. Ex officio –
 3. HR Lead: Equity, Diversity and Inclusion; and
 4. Manager, Student Diversity and Inclusion.
 5. Members appointed by Equity Committee including –
 - a. At least one member of staff from each of the Academic Groups;

Griffith University: Griffith Pride Committee

- b. At least one member of staff from an Element outside of the Academic Groups; and
 - c. At least two student representatives who are members of the Griffith Ally Network.
6. The Chair shall appoint a Secretary who shall have the rights of audience and debate.
 7. Other members may be co-opted by the committee where required.

Appointment

- Membership will be determined via an application process. This committee will comprise the Chairperson, ex officio members and other staff members as deemed relevant by Griffith Pride Committee Chair.
- The composition will follow the principle “nothing about us without us”. This means that the majority of committee members will identify as LGBTIQ+.
- Members shall be appointed with consideration for the following:
 - Proven ability to align with the strategic goals and values of the University;
 - Representation from a range of sexual and gender diverse identities; and
 - Representation from both academic and professional staff, and students.
 - Members of the Committee other than ex officio members shall be appointed for a term of two years and shall be eligible for reappointment.

Resignation of committee member

- Should a member wish to resign from the committee prior to the conclusion of their term, written notice must be provided to the Chair and Secretary with at least 30 days’ notice.
- The Committee will then call for replacements to fill the vacancy.

Quorum

- Quorum will be called if at least 50% +1 of the committee are in attendance.
- If Quorum is unable to be met, the meeting will be rescheduled at the earliest convenience.

Declaration of interest

- Members are required to identify any conflict of interest, including family or other personal relationship/s as outlined in the University policies on Conflict of Interest and Personal Relationships in the Workplace, which may exist in respect of any of the items on the agenda. When an interest has been declared, the Chair may resolve that the member:
 1. leaves the meeting while the item of business is discussed; or
 2. participates in the discussion but withdraw from the meeting before the vote and/or decision; or
 3. stays but does not participate in either the debate or vote/decision; or

4. stays with full debating and voting/decision rights.
5. All declarations of interest will be recorded in the minutes, together with any ensuing action.

Meetings and Reporting

- The Griffith Pride Sub-committee will meet at least four times a year and report directly to the University Equity Committee which reports to Academic Committee, Executive Group and the University Council on its behalf.
- Minutes will be taken at each meeting and circulated to the Committee after they have been approved by the Chair or the Secretary.

Review of Terms of Reference

- The Committee shall review these Terms of Reference not later than 1 year from the date of the first meeting of this committee.