

## **Terms of Reference for Women's Staff Network**

### **1. Name**

Women's Staff Network

### **2. Purpose of network**

The Women's Network supports and represents women members of Academic and Professional Services staff who feel comfortable in a female centred community, including trans women and non-binary females.

The Women's Staff Network provides a safe, supportive and confidential forum for sharing experiences, networking and discussing issues that affect women members of staff across the university; agree and support the implementation of possible solutions and make recommendations to senior stakeholders and the EDI Committee. It also promotes the interests of the diverse staff, raise awareness about diversity and inclusion and make input into the policies and practices of the university.

### **3. Aims and objectives**

We want the voices of all women to be heard; intersectionality is woven into our network. It's important to us that all women are supported and have their voices amplified by our network. When we refer to all women, we include women of colour, bisexual, lesbian, trans and disabled women and non-binary females, those from all socio-economic classes and other historically excluded groups.

The network aims to:

- have a positive and recognisable presence within the university community.
- promote the interests of women employed at the University of Greenwich.
- Provide mentoring and networking opportunities within and outside the university.
- provide a safe, supportive and confidential environment for members to share information, discuss their experiences and reach out to each other for advice and support.
- act as a channel for communication and consultation between staff and senior stakeholders.
- Organise events to celebrate diversity and inclusion, and to highlight important issues.

By engaging with the EDI Committee, other staff Networks and Communities and the wider organisation, the Women's Network will:

- Support senior stakeholders to develop an inclusive culture and fairness for all.
- Feedback on policies to ensure that women's perspectives are proactively considered.
- Feedback on updates to recruitment and employment practices, training and development.
- assist in embedding equality, diversity and inclusion by supporting the university EDI policies, strategy and action plan.
- assist the University in meeting its statutory obligations regarding its duty under the Equality Act 2010.

#### 4. Membership

Membership is open to all women members of Academic and Professional Services staff and affiliates who feel comfortable in a female centred community, including trans women and non-binary females. Members are invited to attend Women's Network Meetings and other membership-only events. Other staff who support the aims and objectives of the network may attend network events which are advertised as open to all.

Associate Membership may be allocated to employees of external organisations with a contractual arrangement with the University of Greenwich. Associate members may attend network events which are advertised as open to all.

#### 5. The Committee, officers and member responsibilities

A Committee will be elected for a 12-month period. The role of the Committee is to support the network in between meetings and represent the network within and outside the university.

The Committee will consist of the Co-Chairs, Secretary, Event Officer and Communications and Membership Officer. Members of the Network also input into the success of the Network, responsibilities for all groups are listed below:

- **Co-Chairs** - set meeting agendas, lead the meetings, maintain order at the meetings, ensure the conventions of the network are being followed, ensure fairness and equality at the meetings, represent the group to the EDI committee and more broadly across the university and sector.
- **Secretary** - schedule meetings, distribute agendas and papers for each meeting, keep accurate minutes, submit the minutes to the Chair for approval and the Communication & Membership officer for inclusion on the website.
- **Communications & Membership officer** – maintain the membership list for the group, ensure new members are added and welcomed to the Teams site. Publicise, promote and communicate the activities of the network. Maintain up to date information on the Women's Network webpage, including articles and events. Liaise with network members and Internal Communications to produce regular updates on network activities. Enable contacts with other universities' Women's Network and other related organisations.
- **Events Officer** – Develop the Events Calendar for the network, ensure activities are organised for key dates as per the communications team's Events Listing, plus any ad-hoc activities as agreed at Network Meetings.
- **Members** – engage with the network, this can be through meetings or events, providing feedback or content for updates and articles, or volunteering to run an initiative on behalf of the network. Encourage new members to join, promote the network, our events and articles to other colleagues across the university.

#### 6. Frequency of meetings

Meetings will be held on bi-monthly basis, 6 meetings a year. The terms of reference include scope for smaller working groups to be identified to drive initiatives forward. In the longer term, there may be a need to review the frequency of the meetings with a view to moving to a different frequency.

Annually, the Network will:

- review terms of reference.
- review membership.
- review progress and plan future activities.
- deliver an annual report to share progress and achievements of the Network to be included in the annual EDI report.

## **7. Meetings**

For the Staff Network meeting to be quorate, there will be an attendance of five members or a quarter of the membership (whatever is greater) for the meeting to take place. A co-chair or nominated vice-chair must be present.

## **8. Confidentiality**

At no point is anyone under any obligation to declare any information about themselves that they do not wish to share. The Network will operate a safe space approach to meetings and treat all members with dignity and respect. To assist with confidentiality, records will be kept of attendees to each meeting, but names will not be included on notes or minutes that are circulated outside the Network.

## **9. Records**

The Network will keep notes of minutes and actions of each meeting held to be published in the network's Teams site, but attendee names will not be included.

## **10. Relationships and reporting**

The Network will work with the University's Equality, Diversity and Inclusion team, and will be represented on the University Equality, Diversity and Inclusion Committee.

The Network may be required to provide reports and updates for the University's executive group as and when required.

The Network will engage with the internal communications team to ensure that network activities are reflected in communications to staff, students and the public.