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| <b>Policy Title:</b> Terms of Reference - AIBN Gender Equity Commission |                             |
| <b>Policy Custodian:</b> Gender Equity Commission                       | <b>Date:</b> 19 August 2016 |
| <b>Approved by:</b> AIBN Director                                       | Page 1 of 2                 |

## TERMS OF REFERENCE - AIBN GENDER EQUITY COMMISSION

### 1. Purpose of the Commission

- Develop and implement gender equity goals, strategies and targets with the aim of implementing best practise in AIBN, and monitor the ongoing success of these initiatives and identify impediments to progress and developing appropriate strategies to overcome these
- Provide a forum for broad discussion and consultation around gender equity at AIBN
- Contribute to the communication and reinforcement of shared values around gender equity to support a culture of inclusiveness at AIBN
- Raise awareness for issues pertaining to gender equity through seminars and other relevant events
- Make recommendations to the AIBN Director and AIBN Executive on issues relating to gender equity for staff and students at AIBN
- Work in partnership with other gender equity support groups across the University to share best practice, and ensure alignment with University-wide initiatives

### 2. Membership

Members will be AIBN staff who are advocates for gender equity, and with the capability to deliver on an identified portfolio area.

Members will serve a 12-month term. At the end of their term, the Chair will invite members to extend their membership for a further 12-months or invite them to nominate another staff member as their replacement.

There will be equal male and female representation on the Gender Equity Commission.

### 3. Positions and Portfolios

The Chair will be the AIBN Director (or delegate), and is the approval authority for membership and recommendations made by the Gender Equity Commission.

The Secretary will provide necessary administrative support, including preparation of monthly meeting agenda, minutes and action items.

All other members will be responsible for one or more gender equity portfolios. In this capacity they are required to take leadership of the portfolio, and report on relevant activities to the Commission. Where appropriate, the Commission will identify working parties to address specific priorities.

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| Portfolio                                   | Duties  |
|---|---|
| SAGE / University Engagement                | <ul style="list-style-type: none"> <li>Attend and represent AIBN at SAGE meetings and forums</li> <li>Propose and manage initiatives that are aligned with SAGE</li> </ul>  |
| Academic Career Progression                 | <ul style="list-style-type: none"> <li>Develop strategies to support career progression for Academic Level C and above</li> </ul>   |
| Awareness and Promotion of Women in Science | <ul style="list-style-type: none"> <li>Activity promote and support female researchers in their application for awards and fellowships</li> <li>Organise seminars that promote women in science</li> <li>Ensure the AIBN Women in Science website and brochures are kept up to date</li> <li>Keep abreast with other equity and diversity initiatives and actively promote these to AIBN</li> </ul> |
| EMCR / Student Gender Equity Liaison        | <ul style="list-style-type: none"> <li>Represent Early and Mid-Career Researchers (EMCR) and postgraduate students on relevant gender equity issues</li> <li>Update the EMCR and ASA with Commission activities</li> <li>Propose and manage joint awareness initiatives</li> </ul>  |
| Family Friendly Policy Development          | <ul style="list-style-type: none"> <li>Propose and manage initiatives to support a family friendly working environment</li> </ul>   |

#### 4. Governance and Reporting

The Commission will make recommendations to the Chair (AIBN Director), and will be accountable for the implementation and monitoring of success towards supported initiatives.

The Commission will provide regular communication to members of AIBN on issues relevant to gender equity, and progress updates on the achievements and initiatives undertaken.

#### 5. References

**AIBN Women in Science**

<http://aibn.uq.edu.au/women>

**UQ Equity and Diversity**

<https://www.uq.edu.au/equity/content/front-page>

**SAGE Pilot Program Information**

<https://sage-pilot.uq.edu.au/>

#### 6. Contact for this Policy

Gender Equity Commission

Email: [gender.equity@aibn.uq.edu.au](mailto:gender.equity@aibn.uq.edu.au)