**LGBT+ Staff Network - Terms of Reference**

**Statement of Purpose**

1. The Lancaster University LGBT+ Staff Network exists to empower lesbian, gay, bi, trans, non-binary, queer, intersex, asexual or questioning (LGBTQIA+) staff and postgraduate students to achieve their full potential through creating a positive and supportive working environment.

**Aims & Objectives**

1. Our aim is to be an effective network that raises awareness and the profile of LGBTQIA+ issues and staff in the workplace and to ensure that there are visible role models at different levels of the organisation. The Network will provide a forum to:
* Support LGBTQIA+ staff and postgraduate students.
* Enable LGBTQIA+ staff and postgraduate students to feel that they have a vital role to play at Lancaster University.
* Discuss issues affecting LGBTQIA+ staff and postgraduate students with key decision makers.
* Assist in formulating new and reviewing existing policies and procedures.
* Provide an arena for staff and postgraduate students to raise their concerns, in a safe and confidential environment.
* Engage with Lancaster University Student Union’s LGBTQ+ Forum, the Lancaster University LGBTQIA+ Safe Home Base Ally Network, other equality networks at Lancaster University and other LGBT+ networks in the Northwest to share resources, information and good practice.
* Support our allies in providing them with the training and networking opportunities necessary to be fully engaged in this role.
* Provide a social and networking environment for the LGBT+ staff and postgraduate students at Lancaster University.

**Responsibilities**

1. The role of the LGBT+ Network will be primarily to provide a safe and supportive working environment to its members by sharing experiences and best practice through holding regular meetings, attending events and communicating with members and Lancaster University staff and students on LGBTQIA+ issues.
2. The network will play a key role in influencing the way Lancaster University delivers its strategic plans and will contribute to the development of an open, inclusive and supportive working culture.
3. The network will actively shape a positive culture through objectives set by its members, and will continue to look for opportunities to learn from other LGBT networks.

**Accountability/Senior Champion**

1. The Network’s Executive sponsor is Ann-Marie Houghton, Dean of Equality, Diversity and Inclusion.
2. Progress against the Network’s objectives will be reported through the sponsor.

**Membership**

1. Membership is open to all permanent and temporary staff or postgraduate students at Lancaster University who define themselves as LGBTQIA+, any permanent and temporary staff or postgraduate students who consider themselves to be our allies. We are inclusive of people with multiple identities and particularly welcome members from marginalised and underrepresented groups. The group will elect committee members every year at the annual general meeting (the second network meeting of the academic year: this is usually held in December).

**Frequency of Meetings**

1. The Network meets at least six times a year (once every two months at regular intervals throughout the year). Our meetings are a combination of thematic/policy-focussed meetings and open social events. The Network holds some meetings online (via Teams) to ensure that meetings are accessible to all members in all locations.

**Review**

1. The Terms of Reference will be reviewed initially after six months and following this, the review will take place every year.

**Roles**

The Lancaster University LGBT+ Staff Network will, where possible, appoint officers to the following roles.

1. A Chair to lead the group, appointed for two year(s). If no staff members offer to take this role, members can agree to extend the current office holder’s appointment for an additional year. The Chair coordinates the work of the Network and ensures support for the Network, and individual reps, projects and initiatives. The Chair works closely with the EDI team to advance progress and support initiatives. The Chair works with external organisations to look for opportunities of collaboration and sharing good practice. The Chair is the main point of contact for the Network i.e. for consultations with senior managers, and is invited to participate in the EDI Engagement Group meetings on behalf of the Network.
2. A Deputy Chair to support the Chair in leading the group and substitute the Chair in case of absence, appointed for one year.
3. Other Representatives to be identified as and when necessary by the Chair or other members of the Network, appointed for one year:
	1. Communications and Social Media Rep: Manages the LGBT+ Staff Network mailbox to check emails sent to the Network and send emails to the members when necessary. Manages the Network Facebook page (accessible to members-only). Contributes to the content of the Network webpage which is part of the Equality, Diversity and Inclusion website by communicating with the Equality, Diversity and Inclusion team. Facilitates communications among Network members, and between the Network and other staff.
	2. Events Rep: Organises social events such as after work drinks, games nights, and the LGBT+ Staff Network involvement in Lancaster Pride, in collaboration with the University, the EDI team and the Students’ Union.
	3. Students’ Rep: Acts as a point of contact between the Network, the Students’ Union LGBTQ+ Officer, and students’ LGBTQ+ groups and fora (e.g. students’ LGBTQ+ and Trans fora). Looks for opportunities of collaboration between the LGBT+ Staff Network and LGBTQ+ students’ groups and fora.
	4. Ally Network Rep: Acts as a point of contact for all LGBTQ+ Allies at the University who requires information or support. Plans the Ally Network training and events and coordinates the LGBT+ Staff Network work on sharing resources, information and good practice with the Allies.
	5. Bisexual Rep: Acts as a representative for all those who identify as bisexual within the LGBT+ Network and is a point of contact and voice for bisexual staff members at the University. Raises awareness of events and campaigns related to bisexuality e.g. Bisexual Visibility Day.
	6. Trans Rep: Acts as a representative for all those who identify as transgender, non-binary and gender fluid members of the Network and is a point of contact for all transgender, non-binary and gender fluid members of staff at the University. Raises awareness of events and campaigns related to the trans community e.g. Trans Day of Visibility.
	7. Queer and Questioning Rep: Acts as a representative for all those who identify as queer or questioning within the LGBT+ Network and is a point of contact and voice for queer or questioning members of staff at the University. Raises awareness of events and campaigns related to the queer community, e.g. National Coming Out day.
	8. Women’s Rep: Acts as a representative for those who self-identify as a woman within the LGBT+ Network. Is a point of contact and voice for LGBT+ women, aiming to represent their interests and any concerns or issues. Acts as a point of contact between the Network and the Lancaster University Womens’ Network.