



LGBT+ Advisory Group TERMS OF REFERENCE

1. The LGBT+ Advisory Group will work with the EDU to highlight issues relating to LGBT+ staff and students in order to inform the development of University policy and practice in relation to LGBT+ staff and students and to facilitate consultation and the sharing of information with LGBT+ staff and students by:

- a. ensuring that the LGBT+ Staff Network works towards meeting its aims;
- b. representing LGBT+ staff and students to internal and external stakeholders;
- c. liaising with relevant organisations and individuals within the University;
- d. compiling an annual Events and Action Plan for the LGBT+ Network.

2. The LGBT+ Advisory Group consists of:

Roles	
Chair	Network member
Vice Chair	Network member
Secretary	EDU member
Events Secretary	Network member
LGBTQ Officer (appointed by OUSU)	<i>student member</i>
LGBTQ Society member (appointed by LGBTQ soc)	<i>student member</i>
6 x Link Officers	Network members who represent the departments, colleges and associated institutions of the University.

The Advisory Group may co-opt up to three other members as appropriate and these need not be network members; however only network members are eligible to vote.

3. The chair and vice chair, events secretary and link officers are elected for three years and are elected on a rolling basis so they all change in separate years. When needed, ballots will use the single transferrable vote system and the EDU will fulfil the returning officer role. Only members of the LGBT+ Staff Network will be eligible to vote.
4. Advisory Group meetings have a quorum of three, which must include either the chair or the vice-chair, but not the student representatives. Two weeks' notice of meetings will normally be given.
5. Proposals for co-options to the Advisory Group must be notified to the whole network at least two weeks before the Advisory Group meeting considering the co-option and must be accepted by a two-thirds majority of the meeting.



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6. The Advisory Group meets as frequently as it determines to be necessary but must meet at least once per term. Minutes shall be recorded and made available to members of the Network by the EDU.
7. These terms of reference may be amended by a quorate meeting of the Advisory Group but proposed changes must be notified to the whole network three weeks in advance of that meeting. If ten or more members of the network request it, a full meeting of the network must instead be held, with two weeks' notice, to discuss and make a decision on proposed changes.