



## 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
Trans Representative	Network member
Disability Representative	Network member
Finance Officer	Network
LGBTQ Officer (appointed by OUSU)	<i>student member</i>
LGBTQ Society member (appointed by LGBTQ soc)	<i>student member</i>
Members	Network members who represent the departments, colleges and associated institutions of the University.

3. All roles 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. 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 Advisory Group by the EDU.



6. These terms of reference may be amended by a quorate meeting of the Advisory Group
7. The aim of the Advisory Group is to act as a committee to the LGBT+ Staff Network
8. The LGBT+ Advisory Group Chairs manage the mailing list and the LGBT+ Staff Network Teams
9. The LGBT+ Advisory Group is responsible for organising the following annual events: AGM, LGBT+ History Month Lecture and Oxford Pride parade participation and stall
10. The LGBT+ Advisory Group Chairs manage the annual budget of £3000, in collaboration with the Finance Officer and the EDU
11. The LGBT+ Advisory Group Chairs represent the Network at the E&D Panel, JEDI and the LGBT+ Task & Finish Group