

Newcastle University BAME Staff & PGR Network and Advisory Group

Terms of Reference

Introduction/ Strategic Context

The BAME Staff Network (referred to 'the Network from this point onwards) is a vibrant forum to exchange views and help provide a credible and unified voice for BAME staff and postgraduate students within the University.

Purpose of the Network: To play an instrumental role in helping Newcastle University to shape the policies and strategies associated with Equality, Diversity and Inclusion (EDI) within the University by providing representation of the voices of academics, professional staff and postgraduate research students, who collectively provide the unified voice of the University's BAME Staff and PGRs.

Membership and Structure

- The BAME Network is open to all staff and Postgraduate Research students (PGRs) with an interest in progressing race equality issues whether they self-identify as BAME.
- The Advisory Group will comprise of any member who wishes to contribute to the running of the wider network including organisation of events and campaigns, coordination of marketing, support for network members and other functions associated with running an effective membership organisation
- The Network will be coordinated by Advisory Officers comprised of the Chair, Vice/Co-Chair, General Secretary and Treasurer from the Advisory group.
- The Chair and Vice/Co- Chair will be elected every two years through an AGM
- The Chair and Vice/Co- Chair of the Advisory group will act as the main liaison with the University and has a clear mandate to represent the interest and advocate for fair representation and treatment of the BAME Staff and PGR community to the University in an unbiased and pro-active way.

Mode of operation:

- Meetings will be held throughout the year and there will be a minimum of 3 meetings a year.
- Meeting dates will be communicated in advance by the General Secretary
- Meetings will be held at family friendly times, usually during working hours. The Advisory Group will coordinate a minimum of 2 events per year to ensure continued visibility of the Network.
- Communication will be conducted using a range of media, including meetings, email, discussion boards and the Networks approved social media forums.

Network Objectives

- To promote the interests of BAME staff and PGRs employed at Newcastle University.

- To raise awareness of BAME issues including attainment, aspiration, recruitment and career progression at Newcastle University.
- To enable and support the effective implementation of actions relevant to the Race Equality Charter, and to assist in the application process of the Race Equality Charter.
- To work with the University's Equality, Diversity and Inclusion (EDI) team and the Dean for (EDI) towards the elimination of unlawful discrimination, harassment, victimisation, and/or bullying against race.
- To contribute to policy development through active involvement in and consultation on the University's strategy, policies and guidance on race equality.
- To support the implementation of action plans arising from public consultations which have an impact on BAME staff.
- To work closely with other units or centres which campaign for race equality in the University, such as the University Students' Union and the University Trade Unions.
- To share best practice and engage with our allied equalities staff networks and other BAME staff networks across the sector.
- To act as a channel for communication and consultation between BAME staff and senior management.
- To lobby and support relevant campaigns, programmes and initiatives, as required to progress issues facing BAME staff at Newcastle University.
- To provide peer support, guidance and signposting to appropriate services both within and outside the organisation where appropriate.
- To provide BAME staff with opportunities to participate in a range of targeted social, professional and personal development activities.

Roles and responsibilities of Membership:

- To help develop aims and purpose of the Network;
- To develop, implement and work towards an action plan for the BAME network;
- To engage in consultation on related diversity policies and legislation;
- To channel issues through BAME Staff Network and co-chairs who will report to the Equality, Diversity & Inclusion (EDI) committee leads
- To help organise BAME Staff Network-specific events.
- To offer peer support to network colleagues
- To represent the network on various boards and committee when invited
- To play a proactive role in the network, showcasing the rich diverse, talent and skills of BAME Staff.
- To contribute to projects, initiatives or activities agreed by the Network
- To contribute to reviewing the University's EDI objectives with regard to race equality
- To contribute to Newcastle University's EDI policies and practices in relation to race equality
- To promote the University's Equality and Diversity Campaigns e.g. relevant thematic EDI events
- To have time-off in order to attend meetings during working hours whenever possible
- To respect confidentiality

Role and Responsibility of the Chair and Co-Chair

The Chair and Co-Chair strategic role is that of representing purpose for which the network exists. The Chairperson ensures that the Network functions properly and everyone participates fully in meetings; all relevant matters discussed and that effective decisions made and actioned accordingly and this includes:

- To identify dates, plan, chair and run meetings and/or network in accordance to agreed ToR
- To bring impartiality and objectivity to meetings and forming a collective decision.
- To be a point of contact for EDI Leads Forum and for internal or external groups seeking to liaise with the Network;
- To be the budget holder for the BAME Network;
- To seek funds that will help sustain the Network in the longer term.
- To advocate for and represent the Network at *Diversity Consultative Group* and other relevant, EDI meetings where the Network's representation is required.
- To delegate other members of the advisory group to attend relevant meetings when necessary and needed.
- To seek resolutions or provide responses to questions and issues raised by the BAME Staff Network.
- To work closely with members by providing leadership to the Network.
- To keep an overview of the Network's affairs.
- To communicate effectively the agreed vision and purpose of the Network.
- To be aware and share current issues that might affect the Network.

Role and responsibilities of Secretary

- To support the Chair/co-chair by helping to organise meetings/agendas and taking note of the action points, as appropriate.
- To provide an annual report at the AGM.

Role and responsibilities Treasurer

- To provide general financial oversight at Advisory Board Meetings
- To support budget planning with knowledge and awareness of the Network finances
- Ensure that record and book-keeping on Network's expenditure meet the conditions of funding source.
- Liaise with advisory board about financial matters relating to expenditure
- Present as and when requested or quarterly, account status for the Network
- To provide an annual account at the AGM.

Date revised: Sept 2019

To be reviewed: October 2020