**LGBT+ STAFF NETWORK**

Terms of Reference and Membership

Introduction

The need to establish a Lesbian, Gay, Bisexual, Transgender plus (LGBT+) Staff network was driven by staff members at Birmingham City University and has the support of senior level executives and the HR department.

Terms of Reference

The purpose of the network is as follows:

* To provide information, support and networking opportunities to BCU staff who identify as LGBT+
* To provide a safe and open forum for discussing LGBT+ issues and equality and inclusion at work
* To raise awareness of LGBT+ issues within the university, with the aim of promoting a comfortable, safe and inclusive environment for people who identify as LGBT+ across all BCU campuses
* To discuss and give input into decisions or policies which may affect the working lives of staff members and/or students who identify as LGBT+
* To lead or support the development of social and educational events for staff who identify as LGBT+ and/or a wider audience
* To recognise and advance the intersectional identities of LGBT+ staff in collaboration with our collegiate Staff Networks, Student bodies, allies and mentoring schemes
* To work with external local, regional and national communities, allies and Networks, including partner institutions

Membership

Membership and attendance at general meetings (held monthly) is open to staff who identify as lesbian, gay, bisexual, transgender, queer, questioning, intersex, non-binary gender or as belonging to any other minority group determined by their sexual orientation and/or gender identity. Members of staff who are LGBT+ allies (e.g. those who promote LGBT+ issues at work) are also welcome to be members and attend meetings.

The network may decide to invite staff, students or external organisations outside of its defined membership for a specific meeting or a defined period, as agreed by a simple majority vote.

Committee roles

Members of the network who identify as LGBT+ are eligible to put themselves forward for these roles. Term of office will be for 12 months and members will be selected by majority vote. Committee members are expected to regularly attend monthly Committee meetings. The committee roles and responsibilities are as follows:

Chair

* To lead, drive and represent the Network in supporting LGBT+ staff interests across the University;
* To work closely with Committee, Network members and allies to achieve Network priorities within the Terms of Reference and as agree at Committee level;
* To work closely with diverse internal and external stakeholders and agencies including LGBT-NON (Network of Networks), Senior University leadership and the Student Society/SU.

Secretary

* To lead and organise Network and Committee order of business and calendar of events, including regular monthly meetings, agendas, minutes and other documentation;
* To work closely with the Chair and Committee to support Network priorities and actions.

Publicity and Communication Officer

* To lead and organise publicity, communication and feedback for Network activities, initiatives and events, including the design of printed and digital publicity and promotional activities;
* To work update the Network’s social media, links, iCity information pages and future web pages on a regular basis;
* To work closely with the Chair, Committee, Marketing and Communications, Digital Print Services, Student Society/SU and other partners to support Network priorities and actions.

Social Secretary

* To organise regular social activities for Network members (in-person or virtual;
* To work closely with the Chair and Committee to support Network priorities and actions.

Campaigns Officer

* To lead and organise Network and Committee campaigns, research, enabling events and support activities during key dates such as Transgender Day of Remembrance and LGBT History Month;
* To work collaboratively with other Networks and EDI colleagues on joint campaigns and communications;
* To work closely with the Chair and Committee to support Network priorities and actions.

Liaison roles\*

- BAME (Black, Asian and Minority Ethnic) Liaison  
- Disability Liaison  
- Women’s Liaison  
- Mental Health and Wellbeing Liaison

* To work with colleagues of the relevant identities and the associated employee Networks to recognise, support and celebrate the multiple identities of staff;
* To represent the Network on relevant initiatives, working with colleagues, the EDI Unit, HR, students, and external partners;
* To work closely with the Chair and Committee to support Network priorities and actions.

UCU Link Officer \*

* To represent Network members’ interests within BCU UCU branch;
* To work closely with the Chair and Committee to support Network priorities and actions.

\* These Committee roles may be combined with any one of the first five.