

TERMS OF REFERENCE UNIVERSITY OF CAMBRIDGE BAME STAFF NETWORK

Aims and Scope of the Network

Membership

The BAME Staff Network is a community for staff members who self-identify as BAME, as well as those colleagues who have a positive interest in driving forward racial equality.

Aim

The Network aims to create a sense of belonging by providing a safe forum to network, socialise, share, question, challenge and receive support and advice in relation to race equality. The network's main goal is to translate discussions into tangible actions to improve the BAME staff experience at the University of Cambridge and to engender cultural change, accountability and anti-racism within the institution.

Objectives

- Represent the views and needs of the BAME community
- Provide a confidential, supportive, and safe space to build social relationships, share experiences and concerns.
- Provide an authoritative voice on race-related policy for the collegiate University.
- Provide perspectives and initiatives to engender cultural change and ensure accountability.
- Work in collaboration with senior leadership and the University's E&D team on all race and anti-racism related issues, including contributing to the University's Diversity and Inclusion strategies and initiatives and being consulted on major decisions which may impact the BAME community.
- Raise awareness of the issues that members of the community face and identify ways of challenging discrimination, racism and stereotyping among colleagues.
- Provide a forum to enable staff to enjoy social networking opportunities and organise events.

Group structure

- All members will be on an equal standing. However, there will be a Chair(s) and Secretary, with further positions to be determined by each committee.
- The Chair(s) (ideally two co-chairs) will be elected every two years. They will coordinate activities and fulfil the following tasks: (*This list is not exhaustive*)
 - Chair meetings (on a rotational basis if more than one) or delegate to another individual if not available
 - Set dates for the meetings and organise for a suitable physical or online space to be available
 - Set an agenda for each meeting and send this out to participants in advance
 - Circulate minutes or notes from each meeting to all participants of the group
- Secretary to work with Chair(s) to coordinate activities, circulate communications, draft reports and records of the network's activities, including oversight of the commitment of funds, for approval by the Chair(s).
- The network will have a committee to support the Chair(s) in their role.
- Ideally the committee should compose of members representing different University and college staff i.e. academic, academic related, non-academic, professional services, etc.
- Working groups may be set up to work on specific projects.
- Additional staff may be appointed to work on specific projects.

Chairs

- The Chair(s) to be elected by the outgoing committee.
- If no suitable committee nomination is made, Chair(s) may be nominated by members of the Network and University.
- The Chair(s) two-year term may be renewed once (maximum four years) with committee consent.
- Outgoing Chair(s) may be invited to remain on the committee.
- Although there may be one chair, 2020-2022 committee recommends two co-chairs, as this allows for commitments to be shared and a wider range of expertise.

The Committee

- Members of the committee will be appointed from the wider network. Members may nominate themselves or colleagues for committee positions, based on individual interest or expertise.
- Committee members may remain on the committee for multiple tenures. However, any specific positions or roles should be vacated after two tenures (maximum 4 years), if there is interest from other colleagues.
- If there is a large amount of interest in committee positions, previous members (those who have completed two terms) should step down.
- The committee may divide into smaller sub-groups to work on specific projects.
- The committee may invite support and guidance from colleagues who are not members of the network, for specific projects.
- Network members may request to join the committee at any time but this will be dependent on there being a specific vacancy or need

Meetings and proceedings of the network

- The whole network will meet at least once per academic term.
- The network committee should meet at least monthly.
- Participation in the network will be acknowledged as part of members' cross-University working practices for staff, if they so wish.

Decision Making process

- All decisions to be made by committee consensus.
- Where appropriate, the committee will seek wider participation from the network for major decisions (for example major changes such as re-naming the network) which may include surveys or polls.
- Committee may seek advice and guidance from specialised teams such as HR or E&D.

Confidentiality

- At no point is anyone under any obligation to declare any information about themselves that they do not wish to share.
- The network will operate a safe space approach to meetings and treat all network members with dignity and respect.
- To assist with confidentiality, records will be kept of attendees to each meeting, but names will not be included on notes or minutes circulated outside the group.

Relationships and Accountability

The network will maintain positive relationships and work collaboratively with key University stakeholders. This will take the form of regular communication to ensure an overview of key initiatives to help inform BAME Staff Network activity:

Committee chair(s) communication with EDI

Committee chair(s) direct link with University leadership