




Group Title: QAAFI Gender Equity and Diversity Group (Terms of Reference)	
Custodian: QAAFI Director	
Approved by: Robert Henry	Position: QAAFI Director
Signature: 	Date: 12/06/2017

1. Purpose of the Group

- Raise awareness within all management levels of QAAFI for the need to identify and address gender and diversity issues.
- Assess and reflect on QAAFI policies and practices including HR data collection and analysis to identify areas for improvement of gender equity and diversity across all roles and employment levels at QAAFI.
- Apply the principles of privacy and confidentiality, respecting the sensitive nature of the data being analysed.
- Develop and implement gender equity and diversity goals, strategies and targets with the aim of implementing best practice in QAAFI. Monitor the ongoing success of these initiatives and identify impediments to progress and develop appropriate strategies to overcome these.
- Make recommendations to the QAAFI Director and QAAFI Executive on issues relating to gender equity and diversity for staff and students at QAAFI.
- Provide a forum for broad discussion and consultation around gender equity and diversity at QAAFI.
- Contribute to the communication and reinforcement of shared values around gender equity and diversity at QAAFI to support a culture of inclusiveness in which diversity at every level of the organisation is the expected norm.
- Raise awareness for issues pertaining to gender equity and diversity through seminars and other relevant events.
- Work in partnership with other gender equity and diversity support groups across the University to share best practice, and ensure alignment with University-wide initiatives.

2. Membership

Members will be QAAFI staff who are advocates for gender equity and diversity.

New members to the QAAFI Gender Equity & Diversity Group (QGEDG) will be invited by the Chair following an annual open call or recommendations by the group.



Membership should be open and inclusive and include representatives from each QAAFI geographical site, HEW technical and support staff and RHD students. The group should strive for diversity and gender balance among its members, but ensure there is also a good representation of senior males.

Members will serve a 12-month term with the option to renew their membership once for a further 12 months.

3. Positions and Roles

The Chair will be the QAAFI Director (or delegate), and is the approval authority for membership and recommendations made by the QGEDG.

The Secretary will provide necessary administrative support, including preparation of monthly meeting agenda, minutes and action items.

All other members will contribute to discussions and development of initiatives by the QGEDG and may form working parties or assist the secretary with action items to support these initiatives as required.

4. Governance and Reporting

The QGEDG will make recommendations to the Chair (QAAFI Director), and will be accountable for the implementation and monitoring of success towards supported initiatives.

Quorum at QGEDG meetings is 50% of QGEDG members.

The QGEDG will meet three times per calendar year.

The QGEDG will provide regular communication to members of QAAFI on issues relevant to gender equity, and progress updates on the achievements and initiatives undertaken.

5. References

[QAAFI Women in Science](#)

[UQ Equity and Diversity](#)

<https://www.uq.edu.au/equity/content/front-page>

[SAGE Pilot Program Information](#)

<https://sage-pilot.uq.edu.au/>

6. Contact for this Policy

QAAFI Gender Equity Group Secretary, or EA to the QAAFI Director.