

Equity, Diversity and Inclusion Committee Terms of Reference

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Establishment of the Committee

The Equity, Diversity and Inclusion Committee is established by, and of the Board (pursuant to the Constitution) to assist the Board in strategic issues of equity, diversity and inclusion (EDI) in the STEM sector.

Authority

The Committee is advisory only. It cannot make decisions on behalf of the Board but may recommend decisions or courses of action to the Board.

Duties and Responsibilities

The Committee's role is to:

- Provide guidance to STA's Board on strategic issues of EDI in the STEM sector (working with the STEM Sector Policy Committee where appropriate);
- Seek and build mechanisms to proactively support improved EDI policies, practices and procedures for and within STA's member organisations;
- Guide STA's own EDI policies, procedures and practices;
- Contribute to the delivery of STA's Reconciliation Action Plan commitments.

Composition

The Committee is Chaired by a member of the Board (and may be co-Chaired by another committee member who is not a member of the Board).

The Committee will comprise of no fewer than four and no more than eight members, drawn from the STA membership, with the option to include an independent expert member. The Committee should consider broad representation of STA membership, and also diversity, including gender, culture, language, sexuality, age, dis/ability, geography, discipline and institution type.

The President and CEO of STA are additional ex-officio members of this Committee.

Appointments to the Committee will be for a two-year term, at least half of the Committee should turn over every calendar year.

Members may serve for up to two terms on the committee.

STA staff will manage the timing of appointments, end of terms, resignations and application processes. Appointments will generally occur mid-year through an open application process. Committee Co-chairs and staff will assess applications.

Invitees and Support

Persons other than Committee members may attend meetings of the Committee by invitation.

A staff member will be assigned to provide support (including administrative) to and attend Committee meetings.

In addition, a friend of the Chair position will be available on the Committee for a person with an interest in developing experience within the EDI area. The position will have a one-year, non-renewable term. Members of the committee will provide mentoring support to the friend of the Chair throughout their term.

Such invitees may take part in discussions but have no voting rights.

Meetings

The Committee will meet a minimum of four times per year. A minimum quorum of 50% of

committee members is required for a meeting to proceed.

Meetings will generally occur via videoconference. All members are expected to regularly contribute to the work of the committee by attending meetings and contribute time to the committee's work.

The agenda of a meeting will be drafted by the supporting staff member in consultation with the co-chairs and include supporting papers where relevant.

The Board may request and receive the notice and agenda for a forthcoming meeting.

Voting

The Committee will aim for consensus decision making. Matters requiring decision can be decided by a simple majority of votes of members present. The Chair of the meeting has no casting vote.

Conflicts of Interest

Committee members are to disclose all conflicts of interests and potential conflicts of interest at the commencement of each meeting and the Committee will determine if the participation of a committee member should be limited because of a determined conflict of interest.

Members and invitees having a real or perceived conflict of interest may not participate in any discussion on the conflicted matter.

Confidentiality

Unless required by law or the Constitution, all Committee discussions and documentation are confidential to the Committee, relevant staff, and the Board.

Communication

The Committee members are encouraged to communicate openly, regularly, and respectfully with each other.

They are welcome to promote EDI activities of the Committee and other relevant organisations through personal social media channels or via STA's social media channels through the STA communications team. Care should be taken in such communication to maintain non-partisan, evidence-based commentary and adherence to STA's communication policies. Care should be taken to ensure that Committee members are not speaking on behalf of STA without authorisation to do so.

The STA President and the CEO will predominantly communicate publicly on behalf of STA.

Reporting

The Committee will report to the Board at each Board meeting.

Reviews

The Committee shall:

- Regularly review this Terms of Reference to ensure its relevance, effectiveness and consistency with the Strategic Plan.
- Seek Board approval for any proposed amendments to the Terms of Reference.

Drafted: 2019

Last Reviewed: November 2023

Next review due: December 2025