

Gender Representation on Decision Making and Advisory Committees Policy

Section 1 - Overview

(1) The policy on gender representation on decision-making and advisory committees aims to achieve increased representation of women in the leadership and membership of decision-making and advisory committees in the University, with the ultimate aim of equal representation. The policy is part of the University's responsibility for and commitment to the Equal Employment Opportunity for Women in the Workplace Act 1999.

Section 2 - Scope

(2) The policy applies to all decision-making and advisory committees including the Council, Academic Board and their Standing Committees and working parties, official committees and ad hoc bodies which have responsibility for substantial policy or projects.

Section 3 - Policy

(3) Where both genders are not represented or representation is insufficient, it is the responsibility of the Chair of the Committee to implement one or more of the following actions:

- a. co-opt extra member (s) of the minority gender;
- b. appoint a deputy chairperson of the gender opposite to the chairperson;
- c. appoint deputies for members of the minority gender;
- d. ask bodies or individuals with nominating rights to consider nominating a member of the minority gender;
- e. examine the terms of reference, with a view to making recommendations for changes in the composition of the committee. This may include: limited term membership; provision for ex-officio members (particularly those who also chair committees) to be represented by a nominee who will be a member of the minority gender; provide for a deputy chairperson or for rotation of the chairperson's office; broaden eligibility to include more junior members of staff;
- f. where membership is by election, electors may be requested to encourage nominations from the minority gender.

(4) As a benchmark, committees of less than five people should include at least one person of each gender; committees of more than five people should include at least two people of each gender.

(5) Gender representation on all relevant committees will be monitored annually by People and Culture.

Status and Details

| | |
|---------------------------|--|
| Status | Current |
| Effective Date | 27th July 2015 |
| Review Date | 14th July 2015 |
| Approval Authority | Vice-Chancellor and Chief Executive Officer |
| Approval Date | 23rd July 2008 |
| Expiry Date | To Be Advised |
| Unit Head | Kate McNarn Director Governance and University Secretary |
| Author | Brendan Peet |
| Enquiries Contact | Office of the Director Governance and University Secretary 0267732925 |

Glossary Terms and Definitions

"Council" - Means the Council of the University of New England, being the governing body of the University.