College of Business and Economics
Inclusion, Diversity and Equity Committee

TERMS OF REFERENCE

Title: The name of the committee is the College Inclusion, Diversity and Equity Committee (CIDEC)

Role: The role of the Committee is to provide advice to the College of Business and Economics (COBE) Leadership Team (CLT) on matters relating to inclusion, diversity and equity for staff and students in COBE.

Responsibilities: The CIDEC will support organisational change to enable COBE and the University of Tasmania to be a leading exemplar in inclusion, diversity and equity. The University's Leadership Team and Diversity Champions will play a key role in driving this change and fostering an inclusive environment that will allow all COBE staff and students to thrive and enable COBE and the University to achieve its strategic priorities.

The CIDEC will operate within the University's Statement of Values and COBE's mission and vision. The Committee will:

- Provide advice to the CLT but does not have authority to decide or approve matters of policy. If the Committee's recommendations are approved by CLT then the Committee will have authority to proceed with projects or initiatives within COBE within existing lines of authority/delegation.
- Provide regular updates to the CLT on the activities and outcomes of CIDEC meetings.
- Identify and prioritise initiatives to improve inclusion, diversity and equity across COBE.
- Develop targets and strategies for COBE to improve its inclusion, diversity and equity metrics in the immediate short term and over the longer term.
- Develop and monitor a scorecard of key measures to be reviewed on an annual basis.
- Review the progress of employment inclusion, diversity and equity goals against the plans and targets set at University-wide and College levels.
- Maintain a focus on the development, review and extension of policies and strategies affecting inclusion, diversity and equity in employment, promotions, pay, training and development, with respect to all University and COBE staff and students.
- Act as champions and advocate to raise awareness amongst staff and students of the importance of inclusion, diversity and equity at the University and in COBE.
- Convene sub-groups and working parties or other initiatives as needed to support COBE's inclusion, diversity and equity goals as they relate to staff and students.

Membership: CIDEC membership will be drawn from academic and professional staff of COBE and is selected through an Expression of Interest. The membership will reflect the core values of the committee – inclusion, diversity and equity, and have broad representation across the following groups (wherever possible):

- Aboriginal and Torres Strait Islander
- Age
- Culturally and Linquistically diverse
- Disability
- Gender, sex and sexualities
- Geographic

As a minimum, the Committee will include at least one member from each organisational unit of COBE. The Chair of the Committee will be appointed by the Executive Dean. Membership of the Committee is for a maximum term of two years, with an option to renominate for a further two years. Membership is limited to full-time staff or staff on a minimum one-year fixed term contract. Membership cannot be

delegated by members. It is expected that each member of the Committee will attend at least 75% of meetings each year. If a member is unable to attend the meeting, the Chair should be advised as soon as possible.

Meetings: Meetings will be coordinated by the Chair and will be conducted at a minimum of quarterly via video-conference. A quorum is fifty percent plus one of the Committee membership. The Chair of the Committee may nominate a member of the committee to chair the meeting in her/his absence. Extraordinary meetings may be called by the Chair and the Committee may choose to deal with some matters, when required, out of session, via email. Executive support for the Committee will be provided by the College office. Minutes of meetings will be reviewed by the Chair, circulated to the Committee and accepted prior to submission to the CLT.

Review: The Terms of Reference will be reviewed annually by the Committee and any recommended amendments will be submitted to and considered by the CLT.