LIVERPOOL JOHN MOORES UNIVERSITY

TERMS OF REFERENCE AND MEMBERSHIP

LJMU WOMEN ACADEMICS NETWORK

CO-CHAIR: Dr Sarah Dalrymple CO-CHAIR: Dr Pooja Saini

1. STRATEGIC CONTEXT

The University Women Academics Network (WAN) is open to all female, trans-women and non-binary academics at Professorial, Reader and Pre-Reader level. WAN is fundamental to our University strategic mission acting as a visible and proactive consultative group on issues of gender diversity and serving as a source of peer support for women academics. Established in 2017, the Women Academics Network promotes and encourages women's career progression in Higher Education by supporting LJMU's values (see LJMU Strategic Plan 2020-25) of:

1. **Community** (sharing expertise with common purpose)
2. **Leadership** (challenging convention, breaking new ground, positive role models)
3. **Transformation** (using the power of education to drive change across social, cultural and economic boundaries)

The Network will meet regularly as staff support and also assist the University with reviewing progress against the University's equality objectives and to share best practice (see LJMU EDI Priorities 2020 – 2024).

2. GENERIC RESPONSIBILITIES

- To ensure that the activities and decisions of the Network are aligned with the priorities contained within the LJMU Strategic Plan 2020-25 and LJMU EDI Priorities 2020 – 2024.
- To ensure that equality and diversity matters are fully considered, addressed and embedded within the activities and decisions of the network.
- To identify risks and opportunities associated with the proposals, decisions and other activities which fall within the remit of the Network.
- To ensure Terms of Reference (ToR) are reviewed on an annual basis along with the Network's effectiveness.
- To ensure any changes to the Terms of Reference (ToR) are reported to the Equality, Diversity and Inclusion (EDI) Team for review and approval.
- Any other generic responsibilities, aims and objectives.

3. SPECIFIC RESPONSIBILITIES

The Women Academics Network (WAN) has specific responsibility as follows:

- Provide regular opportunities to offer support, exchange information and share good practice.

- Identify key issues related to gender equality, consulting academics about their needs and interests.

- Engage with national initiatives, such as Athena Swan (gender-equality charter mark), which work to make LJMU more attractive to the highest quality of staff.

- Host a programme of activities that provide support, encouragement and advice to women academics wishing to develop their careers within LJMU and elsewhere.

- Play an active role in policy development, recruitment, retention and promotion through improving the representation of women on panels/committees.

Mode of Operation:

- The Network will meet a minimum of 3 times per year and additionally, as and when required.
- The forum will report to the University-wide Equality, Diversity and Inclusion (EDI) Committee
- The forum will provide a spokesperson to attend the University-wide Equality, Diversity and Inclusion (EDI) Committee
- The forum will be self-determining and self-managing by its membership.

Membership:

- With the agreement of Human Resources (HR) all women appointed at Professorial, Reader and Pre-Reader level will automatically receive an invitation to join the group and will be added to the corresponding email group lists (Women-Professors-Network, LJMU Women Readers Network and LJMU Women Pre-Readers Network) and/or Teams groups.
- The Network will have two Co-Chairs (to normally run for a minimum of two years and not more than three) whose terms of office are staggered to ensure that one Co-Chair can be established in the post whilst there is a handover of the other position. The Co-Chairs, supported by LJMU's Equality, Diversity and Inclusion (EDI) Team if required, will co-ordinate meetings and circulate information by email.
- Other people within the university and external advisors will provide key expertise in relevant areas of development through invitation to attend a meeting.

Role and Responsibilities of WAN Membership:

The WAN membership will be encouraged to engage in projects, initiatives or activities agreed by the Network through the WAN meetings and other events as appropriate. Members might also take a role in reviewing the University's EDI priorities and objectives with regard to gender-equality and contributing to LJMU Equality and Diversity Policies and Practices in relation to gender-equality. These will be

- To participate in WAN activities and contribute to consultations in order to ensure that the Network stays relevant to members' needs.
- To take a proactive role in positively representing the Network to colleagues, students and externally as appropriate.
- To regularly attend Network meetings as workloads allow.
- To respect confidentiality within meetings and other communications of WAN members.
- To respect the views and opinions of other members of WAN.

Role and Responsibilities of the Co-Chairs:

The Co-Chairs have a strategic role to play in representing the vision and purpose of the network. The Co-Chairs ensure that the network functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

- To plan and run meetings in accordance to the ToR.
- To bring impartiality and objectivity to meetings and decision-making.
- To work closely with members to provide leadership to the Network.
- To keep an overview of the Network's affairs.
- To communicate effectively the vision and purpose of the Network.
- To advocate for and represent the Network at external meetings and events.
- To be aware of current issues that might affect the Network.

4. CONSTITUTION

The constitution of the Network is detailed below:

a. Reporting and Membership

Reporting to:	LJMU Equality, Diversity and Inclusivity Committee
Reporting Committees:	N/A
Working Panels/Groups:	N/A
Receive minutes and selected papers from:	N/A

Network Officials & Role Descriptors:

All Network Officials will be expected to:

- Positively represent the network
- Support the network and members whom have taken on additional key roles as Network Officials
- Help champion network and LJMU EDI priorities

Network Role:	Role Descriptor:	Name & Job Title:
Co-Chair(s)	The Co-Chairs have a strategic role to play in representing the vision and purpose of the network. The Chairs ensures that the network functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. The Network will have a Rotating Chair (to run for a minimum of two years) and Deputy Chair to succeed the Chair. The Chair will coordinate meetings and circulate information by email.	**Co-Chair:** Dr Sarah Dalrymple (Reader in Conservation Ecology, Biological and Environmental Sciences) **Co-Chair:** Dr Pooja Saini (Reader in Suicide and Self-harm Prevention, School of Psychology)

Secretary	Working closely with the Network Co-Chairs to coordinate network meetings and disseminates information (i.e.; agendas, notes, etc.) to the network ahead of each meeting. Take notes during network meetings and pull out key actions for network members to take forward. The Secretary may require support from Network and EDI Team.	**Secretary:** Dr Sue Cronshaw (Senior lecturer, Faculty of Business and Law)

	Officials to note-take from time to time.	
Project Lead/Coordinators	Positively represent the network by championing network and university-wide EDI priorities by leading on projects/initiatives. Support the Network Co-Chairs and Network Officials where needed. Support the design of related LJMU Staff Network web-pages by providing relevant content. The network, with the involvement of representatives from the EDI Team, will appoint Project Leads and Co-ordinators to Task and Finish Groups as and when require - [LJMU EDI Priorities 2020 - 2024]	Prof Linda Seton (Professor, Pharmacy and Biomolecular) Dr Lisa Jones (Reader, Public Health Institute)

Event Coordinators & Community Liaisons	Are proactive in their approach to event co-ordination; they secure dates/times/locations/guest speakers/etc. for activities. They coordinate the logistics of each event, source funding and provide plans for network members to support proceedings. Support the design of related LJMU Staff Network web-pages by providing relevant content. They approach and disseminate information to/from the LJMU and local community regarding networking/engagement opportunities and events.	Dr Fiona Armstrong-Gibbs (Programme Leader MBA scale up) Katherine Stephan (Librarian, Library services)
Marketing & Social Media	Support the event coordinators by creating and disseminate marketing materials, that relate to engagement opportunities/events that the network create via social media and other media avenues. Support the design of related LJMU Staff Network web-pages by providing relevant content.	Dr Sue Cronshaw (Senior lecturer, Faculty of Business and Law)
EDI Advisors (LJMU EDI Team)	Provides relevant information on equality, diversity and inclusion related issues/data, which relate to network activities and initiatives.	Moni Akinsanya Head of Equality, Diversity & Inclusion Julia Daer Equality, Diversity & Inclusion Advisor

Members	With the agreement of Human Resources, all women appointed in academic roles will automatically receive an invitation to join the group and addition to the email list (Women-Professors-Network, LJMU Women Readers Network and LJMU Women Pre-Readers Network).	**All Women Professors, Readers and Pre-Readers at LJMU**

The Network will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics. The group will invite interested parties to attend meetings or those parts of meetings of relevance to them.

b. EDI Involvement

The EDI Team will help with coordinating the activities of the network, organising events as well as identifying appropriate speakers, if required.

c. Quorum

To ensure that the network is quorate, meetings will only proceed if one of the Co-Chairs and three (3) other members of the group are in attendance.

d. Frequency

The group will meet at least three times per year and as when required.

APPROVED BY DIVERSITY AND INCLUSIVITY COMMITTEE: [July 2023]

DATE OF NEXT REVIEW: [June 2024]