

Disabled Staff Network (DSN) Group: Duties of the Chair

- Lead the Network and ensure it is friendly, engaging, dynamic and relevant
- Demonstrate a real passion for equality by acting with fairness, balance, understanding and integrity
- Organise and chair meetings of the Network
- Facilitate formal and social opportunities for disabled staff to openly share their experiences about working at the University, in confidence
- Provide support, advice and guidance, or signposting, where appropriate
- Seek responses and resolutions to questions and issues raised by members of the Network, with support from the Equality & Diversity Office
- Initiate ideas, discussions and projects related to disability equality in response to input from, and the needs of, Network members
- Identify actions, activities and events for the Network to focus on in the coming year and beyond
- Offer appropriate roles, responsibilities, duties and tasks to interested members of the Network
- Observe strict confidentiality when dealing with private contact and communication from individuals, and be aware of related sensitivities
- Welcome new members to the Network and invite feedback from those who wish to leave
- Be responsible for the Network budget, held by the Equality & Diversity Office
- Promote disability equality and lead the Network's involvement and consultation on the University's plans, strategies, policies and guidance
- Challenge the University where it falls short on disability equality and where it discriminates on the basis of disability
- Commend the University when positive steps are taken towards disability equality and eliminating disability discrimination
- Be the point of contact for the Equality & Diversity Office, the Disability Support Office, etc

- Represent the Disabled Staff Network at the
 - University's Equality and Diversity Forum, which meets twice a year
 - University's Equality Analysis Group, which meets four times a year
 - University's Disability Consultative Group, which meets every six-to-eight weeks
 - Other groups or committees established within the University which require the representation of disabled staff, as appropriate
- Maintain strong links with the
 - University Senior Leadership "Champion" for Disability
 - Associate Vice President for Equality & Diversity
 - Members of the University's Equality & Diversity Forum
 - Equality & Diversity Office
 - Disability Support Office
 - Other Network Groups
 - Other Support Services
- Work closely with other people, projects, initiatives, groups/offices and organisations, within the University and externally, that raise awareness around disability equality
- Manage and keep updated the
 - DSN confidential mailing list (DISABLED-STAFF@listserv.manchester.ac.uk)
 - DSN account on Twitter (@UoMDSN)
 - DSN closed group on Facebook (<https://www.facebook.com/groups/279601802158146/>)
 - DSN mailbox (DSNetwork@manchester.ac.uk)
 - DSN intranet site (<http://www.staffnet.manchester.ac.uk/services/equality-and-diversity/staff-network-groups/disabled-staff-network-group/>)