

Black Minority & Ethnic (BME) Staff Network Group: Duties of the co-Chairs

- 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 BME 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 race 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 race equality and lead the Network's involvement and consultation on the University's plans, strategies, policies and guidance (including the Race Chartermark)
- Challenge the University where it falls short on race equality and where it discriminates on the basis of race or ethnicity
- Commend the University when positive steps are taken towards race equality and eliminating race discrimination
- Represent the BME 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
 - Other groups or committees established within the University which require the representation of BME staff, as appropriate
- Maintain strong links with the
 - University Senior Leadership "Champion" for race and ethnicity

- Associate Vice President for Equality & Diversity
 - Members of the University's Equality & Diversity Forum
 - Equality & Diversity Office
 - Other Network Groups
 - Other Support Services
- Ensure all areas of the workforce are represented in the Network and ensure 'hard to reach' staff are included in communications and activities
- Work closely with other people, projects, initiatives, groups/offices and organisations, within the University and externally, that raise awareness around race equality
- Arrange for a network representative to update and/or maintain:
 - BME confidential mailing list (UM-BME@listserv.manchester.ac.uk)
 - BME intranet site (www.staffnet.manchester.ac.uk/services/equality-and-diversity/staff-network-groups/bme-staff-group/)
 - Regular, varied and accessible social events