

## **Black, Asian Minority & Ethnic (BAME) 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 BAME 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 & Inclusion 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 & Inclusion Office
- Promote race equality and lead the Network's involvement and consultation on the University's plans, strategies, policies and guidance (including the Race Equality 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 BAME Staff Network (either in person or by contributing papers) at the
  - University's Equality, Diversity and Inclusion Forum
  - University's Equality Analysis Group, which meets four times a year
  - Other groups or committees established within the University which require the representation of BAME staff, as appropriate

- By invitation to the [Equality Diversity and Inclusion Governance Group](#)
- Maintain strong links with the
  - The University's Senior Executive Sponsor for race and ethnicity
  - Vice President for Equality & Diversity
  - Members of the University's Equality & Diversity Forum
  - Equality, Diversity & Inclusion 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:
  - BAME confidential mailing list ([UM-BME@listserv.manchester.ac.uk](mailto:UM-BME@listserv.manchester.ac.uk))
  - BAME intranet site (<http://www.staffnet.manchester.ac.uk/equality-and-diversity/staff-network/bme-staff-group/>)
  - Regular, varied and accessible social events

