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**BeeProud - Lesbian, Gay, Bisexual, Trans + (LGBT+) 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 co-chair quarterly meetings of the Network.
* Represent BeeProud at the Equality Diversity and Inclusion (EDI) Forum (quarterly).
* Represent BeeProud at the EDI Committee (by invitation).
* Meet periodically with the Executive Sponsor for the group.
* Lead regular discussions with The President & Vice Chancellor, Vice President for Social Responsibility and Director of EDI.
* Facilitate formal and social opportunities for LGBT+ 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 Directorate of Equality, Diversity & Inclusion.
* Initiate ideas, discussions and projects related to race equality in response to input from, and the needs of, Network members.
* Be responsible for the annual Network budget, held by the Directorate of Equality, Diversity & Inclusion– submitted annually at end of July.
* Identify actions, activities, and events for the Network to focus on in the coming year and beyond.
* Offer appropriate opportunities, roles, responsibilities, duties, and tasks to interested members of the Network.
* Observe strict confidentiality when dealing with private contact and communication from individuals, both internal and external, and be aware of related sensitivities.
* Welcome new members to the Network and invite feedback from those who wish to leave.
* Promote LGBT+ equality and lead the Network’s involvement and consultation on the University’s plans, strategies, policies and guidance (including, but not limited to, the Stonewall Workplace Equality Index) – submitted annually.
* Challenge the University where it falls short on LGBT+ equality and where it discriminates based on sexual orientation or trans status.
* Commend the University when positive steps are taken towards LGBT+ equality and eliminating LGBT+ discrimination.
* Maintain strong links with the
  + The University’s Senior Leadership Champion for LGBT+
  + Associate Vice President for Equality & Diversity
  + Academic lead for Gender and Sexual orientation
  + Members of the University’s Equality & Diversity Forum
  + EDI Partner
  + 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:
  + LGBT+ mailbox
  + LGBT+ confidential mailing list:

(LGBT- NETWORK@listserv.manchester.ac.uk)

* + LGBT+ intranet site(<https://www.staffnet.manchester.ac.uk/equality-and-diversity/staff-network/lgbt-staff-network-group/>)
  + Teams area and sub groups
  + Regular, varied and accessible social events

