

Unitec Diversity & Inclusion Rōpū

Terms of Reference: Updated January 2022

1. Purpose/Objectives

- Partner across the organisation on the design and implementation of pragmatic actions/initiatives that support and enable the implementation of the Diversity & Inclusion Strategy
- Align and connect with staff, student, organisational and external networks* that actively promote diversity and inclusion
- Act as a reference group for Unitec leaders and staff, providing guidance and recommendations on matters relating to diversity and inclusion
- Take opportunities to collaborate on practices with potential and to advocate for diversity and inclusion across the Te Pūkenga network

2. Guiding Principles

- Led by the values of Te Noho Kotahitanga
- Closely aligned to Manaakitia te Rito, Unitec Renewal Strategy and Priority Group Success Strategies
- Oriented toward 2023 integration into Te Pūkenga
- Intersectional – acknowledge and aim to encompass all dimensions of diversity
- Pragmatic – start from where we are and work with the resources we are able to tap into and build, within the constraints of the organisational and broader educational context
- Evidence-based – about making a measurable, meaningful difference
- Ensure voices and perspectives are heard equitably
- Continuously apply reflective practice
- Recognise that we are continuously learning, and by applying reflective practice we seek to continuously improve
- Recognise that we do not and cannot represent all dimensions of diversity; and actively seek to bring other voices (individuals/groups) to the table to deepen and broaden our perspective
- Leverage our connections and networks and share knowledge/learning
- Share the load while recognising different pressures and workloads – everybody gets involved and contributes what they can when they can to the mahi

3. Structure & Membership

- Our membership reflects our kaupapa; we strive to encompass multiple dimensions of diversity
- An Executive Sponsor and Kaitiaki will be in place
- In general, the Kaitiaki will act as Chair for hui although others may take up this role on occasion
- Members are encouraged to commit to the Rōpū for at least 12 months
- Membership of the Rōpū will be reviewed every 6 months and/or as required when members depart
- The Rōpū will agree on a selection process for the appointment of new members as required

4. Roles & Responsibilities

- The Executive Sponsor will
 - Advocate for and champion the mahi of the Rōpū
 - help to remove barriers, facilitate progress and secure resource where required
 - ensure ongoing strategic alignment
 - act as conduit between the Rōpū and the Executive Leadership Team
- The Kaitiaki will
 - Advocate for and champion the mahi of the Rōpū
 - Support and enable the mahi of the Rōpū – act as central point of contact, facilitate progress against goals, support members and help to facilitate the mahi of working groups as required
 - Chair hui and coordinate agenda, minutes and actions arising
 - Draft communications and reports for Rōpū review as required
- Members will
 - Advocate for and champion the mahi of the Rōpū
 - Be willing to participate in or contribute to additional activities (eg. events, working groups, workshops, training) on occasion (eg. meetings, working groups, etc)
 - Share knowledge, experience and connections with the Rōpū (to the extent they feel comfortable doing so)

5. Hui/Meetings

- In general, The Rōpū will meet regularly every 4-6 weeks. Duration will typically be 1.5 hours but may be shortened or extended on occasion if required
- All members are expected to attend hui as regularly as possible and contribute to the discussions. This enables informed and effective participation. Members who are unable to attend more than three hui in a 12-month period may be asked to withdraw and/or to nominate a replacement.
- Hui will typically be held at Wairaka/Mt Albert Campus but may shift to Waitākere on occasion. Hui may also be held online where required.
- The minimum number of members required to hold a regular hui (ie. the quorum) is 50%
- The Rōpū may invite others (eg. staff, internal or external partners) to attend hui on occasion where appropriate and for specific reasons, however members who cannot attend hui are requested not to send a proxy as this can be disruptive to the continuity of the Rōpū
- Agenda and minutes for all regular hui will be circulated via email and stored in a shared location accessible to all members
- Additional hui/workshops may be held on occasion for specific reasons – eg. for smaller working groups, to respond to emerging issues, etc. and where this is the case every attempt will be made to schedule these at a time and location convenient to Rōpū members.

6. Communication

- Email will be used to circulate agendas, minutes, documents among the Rōpū.
- A Diversity & Inclusion Rōpū Group has been set up on MS Teams for general discussion and sharing of ideas, information, resources. Access is restricted to Rōpū members.
- Rōpū activities may be shared with broader staff via multiple channels
- A Diversity & Inclusion page will be established on the Nest and will include information on the membership and activities of the Rōpū

7. Self-Evaluation and Reporting Requirements

- The Executive Sponsor will provide regular updates to the Executive Leadership Team on the progress and activities of the Rōpū
- The Rōpū will undertake self-evaluation on a regular basis (at least every 12 months) – this will include reference to our Guiding Principles (see 2. above) and evaluation of progress against strategy/action plan.

8. Amendments to Terms of Reference

- May be amended in writing at any time after consultation & agreement by the Rōpū (decision & rationale to be captured in minutes)