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Approved by: Vice-Chancellor, Professor Alan Pettigrew

Indicative time for review: May 2011

Responsibility for review: Vice-Chancellor's EEO Advisory Committee

Rationale and Scope

The Policy on *Gender Representation on Decision-Making and Advisory Committees* aims to achieve increased representation of women in the leadership and membership of decision-making and advisory committees in the University, with the ultimate aim of equal representation. The policy is part of the University's responsibility for and commitment to the *Equal Employment Opportunity for Women in the Workplace Act 1999*.

Procedure

The policy applies to all decision-making and advisory committees including the Council, Academic Board and their standing committees and working parties, official committees and *ad hoc* bodies which have responsibility for substantial policy or projects.

Where both genders are not represented or representation is insufficient, it is the responsibility of the Chair of the committee to implement one or more of the following actions:

- co-opt extra member (s) of the minority gender;
- appoint a deputy chairperson of the gender opposite to the chairperson;
- appoint deputies for members of the minority gender;
- ask bodies or individuals with nominating rights to consider nominating a member of the minority gender;
- examine the terms of reference, with a view to making recommendations for changes in the composition of the committee. This may include: limited term membership; provision for *ex-officio* members (particularly those who also chair committees) to be represented by a nominee who will be a member of the minority gender; provide for a deputy chairperson or for rotation of the chairperson's office; broaden eligibility to include more junior members of staff;
- where membership is by election, electors may be requested to encourage nominations from the minority gender.

As a benchmark, committees of less than five people should include at least one person of each gender; committees of more than five people should include at least two people of each gender.

Gender representation on all relevant committees will be monitored annually by Employment Equity & Diversity.

Further Information

EE&D Officer, ext. 3242

References

Equal Employment Opportunity for Women in the Workplace Act 1999

Strengthening Equity Employment Opportunity: A Focus on Outcomes for EEO Practitioners, Office of the Director of Equal Opportunity in Public Employment (now Office of Employment Equity and Diversity) with Equal Opportunity for Women in the Workplace Agency, 2001

The Policy on Sex Representation on Decision-Making Bodies was accepted by the Vice-Chancellor on the advice of his Advisory Committee on 1 March 1994 and noted at the meeting of the Academic Board of 14 March 1994. It was ratified by the Interim Council on 24 May 1994.

The policy is reviewed/revised by the Vice-Chancellor's EEO Advisory Committee on a three-yearly basis. In the 2005 revision the policy title became "Gender Representation on Decision-Making and Advisory Committees".