

Terms of Reference for Women in Tech (WiT) group

Purpose of group and operation of its committee

Introduction

This document seeks to detail the purpose of the ucisa WiT, and the modus operandi of the WiT committee which coordinates its activities. It has been drawn up following discussion and debate within the committee and its purpose is to provide clarity around committee membership, functioning and responsibilities.

Aims of the WiT

The aims of the WiT is to provide strategic leadership to the ucisa community by:

1. Identify and share best practice around improving the gender balance at every level
2. Create networking opportunities for women in IT
3. Promote the benefits of having a diverse workforce across the HE Sector
4. Champion the people pipeline with encouragement towards diversity
5. Champion opportunities for collaboration across different institutions
6. Progressing careers for women in IT
7. Encourage signing up to the Tech talent charter and other diversity initiatives

How the WiT intends to deliver

1. Running an annual community day which takes place in May.
2. Running an annual diversity survey and disseminating its results in a meaningful way.
3. Organising targeted events of interest to spread good practice and information around specific topics.
4. Using a range of communication tools to facilitate information sharing between practitioners within the community.
5. Production of toolkits and other valuable output for HEI's members.
6. Liaising with other ucisa groups on areas of mutual interest.
7. The operation of an elected committee in conjunction with the ucisa Secretariat.

WiT committee organisation and membership

The WiT committee is a group of like-minded people who are interested in taking a proactive role in the area of diversity and the support of women in technology department at a strategic level across the sector. By joining the committee, you will be able to play your part in taking this agenda forward. You will also have the opportunity to

network closely with others at different institutions and get the inside view on how they are tackling the problems we all face.

The committee has the following officer bearers:

- Chair
- Vice-Chair

There are also additional posts unique to the WiT committee

- Social Media content creator
- Photography
- Newsletter co-ordinator

Minute taking will be undertaken on a rota basis

Membership is drawn from ucisa community. The committee will endeavour, as far as possible, to ensure it has representation from across all types of eligible member institutions. Co-opted members are usually drawn from other sector wide bodies for example JISC.

The Chair of the WiT group is formally elected at the ucisa AGM on the recommendation of the WiT committee.

Expressions of interest are always welcome to join the committee, or to be co-opted to work on specific areas of interest, at any point in the year. Expressions of interest to join the committee should be directed to the group Chair.

The Chair will normally hold office for a period of three years with the possibility of a further three-year term.

Normally the Chair will cease to be a member of the committee after the completion of their term of office. They are eligible to rejoin the committee after a period of 2 years.

Members, other than that of Chair and Vice-Chair, will normally hold a seat on the committee for a maximum of 6 years. In the event that the committee has insufficient members to function, a member can remain on the committee beyond the limit of 6 years providing the continuing committee members are in majority agreement.

The committee aims to make decisions based on consensus but where this is not possible will decide by voting.

Functioning of the committee

The committee meets on a rotating basis at members' home institutions six times a year January, March, May, July, September and November. This can be supplemented by short online meetings as and when required.

Committee members must attend at least 4 of the 6 committee meetings, if their attendance drops below this number their place will be withdrawn, this is to provide as active a committee as possible. Members should endeavour to attend as many face to face meetings as possible, although attendance via video conferencing is possible. The chair should be informed of non-attendance, as soon as possible.

The September meeting is dedicated to planning the year ahead, potential discussion topics and objectives for the year as well as planning future activities and includes an overnight stay.

Intermediate on-line meeting will also take place, especially around key activities and progression of objectives.

The meeting agenda is prepared by the Chair and Vice Chair and is structured around those items requiring discussions rather than report.

Members are expected to provide written reports of their liaison duties to the Chair at least 10 days in advance of the meeting. The chair will circulate all documentation for the meeting at least one week ahead. It will be assumed that all documentations are read prior to the meeting taking place. Reports will only be discussed at the request of a member. All reports should be made available to all HEI's members.

In advance of each meeting committee members will be asked to provide and rank details of top concerns at their institutions, at both local and service level.

Timings of the meetings will be arranged with regard to the traveling requirements of committee members.

Committee members are expected to participate in one or more of the following ways:

- Take on a liaison role with a sector body.
- Take on a committee role, for example, minute taker, newsletter co-ordinator, social media content creator or organising the other committee products.
- Participate or lead other activities relating to the year's objectives.

Committee membership is a commitment of time, and members are expected to attend at their own institution's expense (except for the annual planning meeting when an overnight stay and dinner is funded by ucisa). It is therefore vital that you have the support of your institution before you put yourself forward for membership.