

## **TERMS OF REFERENCE**

### **Athena Swan Australia Advisory Committee (ASAAC)**

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#### **1. Purpose**

The purpose of the Athena Swan Australia Advisory Committee is to provide assurance, independent advice and guidance to the SAGE Board, CEO and Management on matters relating to the Athena Swan Charter in Australia.

#### **2. Terms of Reference**

- 2.1 To provide a forum to discuss high-level Athena Swan Australia strategy, consulting with the sector to ensure the Charter remains fit for purpose.
- 2.2 To provide expert strategic and gender equity, diversity and inclusion (GEDI) advice in the context of Athena Swan Australia.
- 2.3 To provide assurance to the SAGE Board and members as to the rigor, reliability and efficiency of Athena Swan.
- 2.4 To provide advice and guidance on the operation and evolution of Athena Swan in Australia to ensure that it effectively advances GEDI in the tertiary education and research sector.
- 2.5 To provide advice and guidance on quantitative and qualitative data collection methods and standards, data frameworks, benchmarking, and resources to be used by Athena Swan Australia members.
- 2.6 To provide advice and guidance on potential or actual challenges faced by members in implementing the Athena Swan Australia framework, and related solutions.
- 2.7 To provide advice and guidance on the development of resources to support members in implementing the Athena Swan Australia framework.
- 2.8 To provide advice and guidance on the suitability of Advance HE resources for the Australian sector, and to inform customisation and adaptation to the Australian context.
- 2.9 To provide advice and guidance on the evolution of the Athena Swan Australia peer review process to ensure that it remains efficient, robust, rigorous and credible.
- 2.10 To work with SAGE and Advance HE to raise the profile of Athena Swan Australia.

#### **3. Membership**

The ASAAC will have between 10 and 15 members with representation from across the tertiary education and research sector. The SAGE CEO will be an *ex officio* member of the group.

The ASAAC comprises of members from SAGE subscriber institutions, with additional members invited to join based on their experience in GEDI leadership. The Committee will consider and advise on additional members, as required, to achieve diverse representation. Membership of the group will be configured where possible to reflect both diversity of personal attributes and the diversity of institutions, professional disciplines and regions.

The ASAAC members will be appointed by the SAGE Board upon recommendation from the selection committee.

All appointments will be **for a term of three years** with possibility of renewal for a further year. Appointment of new members will be staggered to support continuity.

#### **4. Role of the ASAAC Chair**

The role of the chair is to run meetings in a way that encourages timely and appropriate advice to support SAGE Athena Swan Australia program. The chair should ensure that there is opportunity for full participation during meetings from all members and that all relevant matters are discussed, and effective recommendations are made and actions to implement them reviewed.

The ASAAC Chair will be appointed by the SAGE Board upon recommendation from the selection committee.

The Chair of the Committee (or representative Committee member) will report to the SAGE Board through a process of timed business at each SAGE Board meeting.

#### **5. Working Groups**

The ASAAC may, as needed, form Working Groups to support the Committee's work.

#### **6. Meeting Frequency**

The ASAAC will meet at least twice a year. The specific issues to be discussed at each meeting will be determined by the Chair, with input from Committee members and the SAGE Athena Swan program team.

#### **7. Meeting Location**

Meetings will be online.

#### **8. Quorum**

Quorum for ASAAC meetings will be 50% of members.

#### **9. SAGE Support**

The ASAAC will be supported in its role by the SAGE Athena Swan program team. In consultation with the Chair, the program team will organise meetings, prepare agendas and associated papers, take notes, and coordinate correspondence with and on behalf of the ASAAC.

#### **10. Review of Terms of Reference**

These terms of reference will be reviewed annually and revised in response to any contextual changes.

#### **11. Engagement Charter: Purpose and Principles of Conduct**

The Terms of Reference of the ASAAC establish its role in informing the implementation of the Athena Swan Charter in Australia through expert and informed advice on good practice in gender equity, diversity and inclusion.

Members are appointed to contribute their professional and collective expertise to benefit Athena Swan Australia and the systemic advancement of gender equity, diversity and inclusion in the tertiary education and research sector.

All documents and discussions will be regarded as confidential. Members will be asked to declare any relevant academic or professional conflicts of interest.

To this end, members commit to respect and uphold the following responsibilities:

- 11.1 Actively participate with reasonable care and diligence.
- 11.2 Lead and promote the best interests of Athena Swan Australia
- 11.3 Provide advice to SAGE and the SAGE Board.
- 11.4 Facilitate stakeholder engagement, collaboration, consultation, and communication.
- 11.5 Facilitate the development and promotion of the evidence-base.
- 11.6 Collaborate with other committee members on matters relating to Athena Swan Australia.
- 11.7 Maintain confidentiality.
- 11.8 Be aware of and declare any conflicts of interest, and issues that may be of detriment to Athena Swan in Australia.