

University of Glasgow LGBTQ+ Staff Network: Terms of Reference

Last reviewed: 22 January 2026

1. Definition and Purpose

The LGBTQ+ Staff Network is a voluntary, community-led group open to all employees of University of Glasgow who identify as LGBTQ+. The network provides a safe, welcoming space for sharing lived experience, supporting inclusion, and championing equality for lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, and non-binary staff. Its purpose is to influence institutional culture, challenge discrimination, and improve the environment for LGBTQ+ colleagues across the university.

2. Objectives

- To foster an inclusive, respectful, and supportive environment for all staff who identify as LGBTQ+.
- To advise on policy and practice development related to sexual orientation, gender identity, and intersectional inclusion within university structures.
- To provide peer support for LGBTQ+ Staff Network Members
- To raise awareness of LGBTQ+ issues, challenge discrimination, and promote positive visibility through events, campaigns, and to take action to improve the LGBTQ+ staff experience at the University of Glasgow.
- The Staff Network, through Co-Chairs, provides formal input and representation to the university's LGBT+ Equality Group (EDU) and senior management.

3. Membership

- Membership is open to all University of Glasgow employees, including those on permanent, fixed-term, short-term, agency or part-time contracts, who wish to support the aims of the Network.
- Membership is confidential and handled in line with university data protection and privacy policies. Contact details will be visible to Chairs and support to Chairs.
- Membership of the LGBTQ+ Staff Network can be cancelled:
 - Automatically on leaving UofG employment
 - On request by the Member
 - By violating the Code of Conduct and Confidentiality, on investigation and a vote by the Co-Chairs

4. Structure and Governance

- The Network is led by 3 Co-Chairs who operate on a rolling 3-year shared leadership model: An Incoming-Chair, a Current-Chair, and an Outgoing-Chair. The Incoming-Chair will shadow the Current-Chair to enable continuity. Of the Co-Chairs, at least one will be an academic and at least one will be from Professional Services. The Co-Chairs will serve staggered terms and rotate key leadership responsibilities (see Section 5). Terms start on 1 January of each year.
- Chairs are elected by current Members. Nominations for Chair-Elect will be taken in September of each year by the Current-Chair. Candidates can self-nominate. Outgoing-Chairs are eligible to stand for election. Candidate lists will be posted at least 2 weeks before voting takes place in November. Each Member will carry a vote; voting is anonymous.
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- Additional roles of the Committee, such as Secretary, Events Officer, Communications Lead, and Welfare Representative, may be appointed from among the Membership.
- Subcommittees may be formed to drive specific workstreams (e.g. events, policy, communications depending on interest and/or expertise).
- Open meetings, at least one per year, are held at regular intervals throughout the year, accessible to all Members.
- Terms of reference and governance procedures are reviewed periodically, at least once a year, in accordance with Network needs. Membership is reviewed at least once per year.

5. Role Responsibilities for Co-Chairs

- Meetings & Governance: Facilitates Open, Chair and Committee meetings, sets agendas, circulates minutes, oversees elections, liaises with the Committee, appoints Committee members
- Membership: Handles membership applications and cancellations, maintains membership lists.
- Events & Engagement: Leads planning and coordination for events, campaigns, and wider engagement activities.

- **Communications & Visibility:** Manages internal/external communications, online presence, and publicity. Provides an easy way of contacting Chairs.
- **Policy & Advocacy:** Liaises with senior leaders, contributes to policy development and discussion, provides formal input and representation to the university's LGBT+ Equality Group (EDU) and senior management.
- **Peer Support:** Acts as a point of contact for confidential peer support on LGBTQ+ staff issues, Provides feedback to university's EDU.

6. Code of Conduct and Confidentiality

- All meetings and communications must take place in a spirit of mutual respect, dignity, and safety.
- Membership and meeting attendance are confidential unless members opt for visibility.
- Discrimination or prejudice on any grounds, including racism, transphobia, biphobia, ableism, or faith discrimination will not be tolerated. Alleged breaches of conduct are handled according to university grievance procedures.
- Safe space principles will be maintained, with support for members to participate at their own comfort level.

7. Accountability

The Staff Network is accountable to its Members. It will maintain positive relationships and work collaboratively with key University stakeholders.