

Staff Network Chair/Co-Chair Role Description

<p>Role Overview</p>	<p>You role is to co-ordinate the activities of the Network by organising/agreeing the agenda for meetings, activities, and events, chairing meetings, and recording notes of discussions.</p> <p>You will be the primary point of contact for new and existing Network members and feed back member’s concerns and recommendations to the ED&I team and/or associated Taskforce.</p> <p>Staff Networks are run by and for the members, with administrative support from the ED&I team. The key intention behind the Staff Network Chair role is to embed ownership of the Network within the membership and take a lead on the development of the Network.</p> <p>You can find more information about Staff Networks on our website at warwick.ac.uk/staffnetworks.</p>
<p>Role Description</p>	<ol style="list-style-type: none"> 1. Decide, with members, on Terms of Reference for the Network and how the Network is to be organised. 2. Organise meetings, activities, and events for the Network throughout the year (the ED&I team will provide administrative support). 3. Chair meetings and take notes as needed, feeding back any concerns or recommendations to the ED&I team. 4. Circulate meeting notes to members and the ED&I team. 5. Have oversight of the Network’s budget and up to date knowledge of the group’s financial situation. 6. Promote membership of the Network. 7. Be a point of contact for new and existing members, respond to any requests and provide up-to-date information on Network activities. 8. If desired, connect with internal and external groups and organisations relevant to the Network. 9. Ensure succession planning is considered for future Network meetings, activities, and events and let the ED&I team know if you are leaving the University or someone else is taking over the Staff Network Chair role.
<p>Other Information</p>	<p>Thank you for your interest in being a Staff Network Chair. You can find more information about ED&I at Warwick on our website warwick.ac.uk/equalops.</p>