

TERMS OF REFERENCE

STEERING COMMITTEE FOR AWARENESS OF GENDER

1 Purpose of the committee

In accordance with the approved NWU Strategy (2015-2025), with specific reference to core performance goals:

- **Strategic Goal 1** - Promote excellent learning and teaching and reposition the NWU to attain the size and shape required by the market direction decisions.
- **Strategic Goal 3** - Integrate and align community engagement with core activities (teaching and learning and research) and promote sustainability principles.
- **Strategic Goal 4** - Develop a clearly differentiated student and staff value proposition, aimed at development of the necessary skills for the 21st century within a teaching-learning environment reflecting such development in a broader sense than facilities.

Gender is recognised as an important focus relevant to curricular innovation in terms of the transformation of the curriculum and also the Decolonisation of University Education (2018). Since 2017 a group of academics and student representatives have organised themselves into a network the purpose of which is to raise funds to support student-led activities in which gender features prominently. The steering committee for the Gender Benefit Network adopted a Terms of Reference for its governance at the NWU in the form of the Steering Committee for Awareness of Gender.

The purpose of the Committee is to support liaison, communication and synergy between relevant divisions and systems of the University whose functioning and operations are integral to enabling the realisation of the NWU Teaching-Learning Strategy concerning the learning as well as teaching experience of members of the institution.

2 Responsibilities of the committee

The Committee considers matters related to the following:

2.1 Strategic matters related to Gender Awareness

- 2.1.1 Drafting of Policy type documentation Gender and Identity (in terms of Transgender and other identities which are minorities) for members of the University;
- 2.1.2 Facilitate and equip the University with awareness of terminology and vocabulary regarding critical race and gender studies.
- 2.1.3 To facilitate the identification and creation of safe spaces (physical spaces as well as conceptual intellectual spaces) at the University for staff and student in terms of advocacy programmes aimed at

transformation affirm gender and that enable staff and students to feel safe and accepted in collaboration with:

- a) student societies;
- b) staff and support;
- c) management.

- 2.1.4 The network should widen its reach to be in touch with and connect with other Foundations, NGOs to build relationships with them (for example, the Wits Transformation Association, the Womens Transformation Movement, GALA).
- 2.1.5 Be in alliance with other marginal and vulnerable groups (for example, women, differently abled groups) to advocate for recognition, equality and empowerment, in conjunction with groups.
- 2.1.6 To coordinate on an annual basis with the DVC Teaching-Learning Office the Gender Awareness Week and any other programmes or activities.
- 2.1.7 To exercise oversight fiduciary duty concerning the GBN Fund and usage.

2.2 Matters related to projects supporting the creation of Gender Awareness in Teaching and Learning

- 2.2.1 Academic projects in which gender is a focus and for which support from the University is needed;
- 2.2.2 Community projects in which gender is a focus and for which support from the University is needed;

2.3 Marketing and media

- 2.3.1 Marketing and Media Presence
- 2.3.2 The Committee should exercise oversight over a web-presence (Face Book) and the web-page.
- 2.3.3 The Committee should encouraged media related news, events, to be part be our broader advocacy aims.
- 2.3.4 The Committee should articulate, as a Committee be able to articulate a position on gender-based violence and acts as these arise.

2.4 Fundraising

- 2.4.1 The Committee will initiate, oversee and report on efforts to raise funds.

3 Authority

The Steering Committee is not a sub-structure of any formal structure of the University. It is supported from the Office of the Deputy Vice Chancellor Teaching-Learning to provide advice on and recommend strategic initiatives relating to gender awareness creation teaching and learning related activities of the University.

4 Membership

4.1 Composition

The steering committee comprises of the following proposed members:

	Chair
1.	Deputy Vice-Chancellor: Teaching and Learning
	Proposed members <i>ex officio</i>
2.	A representative from each of the Faculties of the University
3.	A representative from each of the Student Campus Councils of the University
4.	A representative from the SRC
5.	A representative from the Office of Student Life

6.	The Chairpersons or their nominees from the LGBT student societies of the University
7.	Deputy Dean Teaching and Learning Faculty of Economic and Management Sciences
	In Attendance
8.	(secretariat)
	Other persons may be invited to attend on approval of the Chairperson, in an advisory capacity and/or in connection with a particular matter

4.2 Appointment of Chairperson and Deputy Chairperson

The Deputy Vice-Chancellor: Teaching and Learning is the chairperson of the Committee.

The Committee will elect from amongst its members a Deputy Chairperson to assist the DVC with the leadership of the Committee.

4.3 Voting rights of members

All standing members and representative members have voting rights. Visitors or observers do not have rights.

4.4 Secretariat

Secretariat services are provided by the Office of the DVC Teaching.

4.5 Appointment of members

Members who are not *ex officio* members are nominated by members.

5. Meeting arrangements

The following meeting arrangements apply:

Frequency	Meetings will be held quarterly (four times per year)
Extraordinary meetings	An extraordinary meeting may be called when deemed to be necessary by the Chairperson
Quorum	The quorum of the meeting will be half (50%) plus one of all the members, excluding vacant positions.
Notice	At least 21 days before the meeting date, the Secretariat electronically notifies of the time and place where the meeting is to be held. At least 2 days before an extraordinary meeting, the Secretariat electronically notifies, provides the reason for an extraordinary meeting, as well as the time and venue. The minutes of the previous meeting will be enclosed in the agenda of ordinary meetings and members are requested to provide the Secretariat with input by the closing date for the agenda. Should no response be received by this time, it will be deemed that the members agree with the record.
Agenda	At least 7 days prior to the meeting, the Secretariat provides the complete agenda pack electronically to all members.
Attendance register	An attendance register will be circulated by the Secretariat at the beginning of each meeting. Every member present must sign the attendance register. The attendance register is proof of attendance for purposes of minuting.
Confirmation of Minutes	An ordinary meeting, after being constituted and opened, commences with reading and confirming (by means of the chairperson signing) of the minutes of the previous meeting(s). Any objection to the minutes is raised and disposed of before the minutes are confirmed. The minutes may be regarded as read if a copy of the draft minutes was provided to members prior to the meeting. Minutes will be a true reflection of the previous meeting, and will contain all views expressed under the heading "noted". Decisions made by the committee will reflect under the heading "resolved".

Decision-making process	<p>Matters are decided by means of general consensus. The Chairperson might however decide when a decision should be taken by means of a voting procedure.</p> <p>The Chairperson may decide that voting must be by secret ballot, provided that voting for persons must always be by secret ballot.</p> <p>The Chairperson has an ordinary vote, but must in addition exercise a casting vote in the event of an equality of votes on any matter.</p> <p>The number of votes in favour of or against any proposal is not recorded in the minutes, unless the Chairperson so decides.</p>
Revoking of a resolution	<p>The revoking of any resolution entails a formal process by means of which a member is to table a formal written request for a rescission, motivating the reason for the review of the resolution in question, as well as providing a suggestion for a resolution.</p>
Conflict of Interest	<p>A member may not take part in the discussion of or vote on any matter in which the member has a direct financial or other interest, unless the member first discloses the nature and extent of the interest and obtains the leave of the meeting to take part in the discussion or vote.</p> <p>All committee members must indicate any conflict of interest at the agenda point allocated therefor and must also indicate a conflict of interest on the attendance register by indicating the agenda item where the conflict arises in writing next to his/her name.</p>
Point of Order	<p>A point of order, clarification or information may be raised against any member, in which instance the ruling of the Chairperson is binding and cannot be challenged.</p> <p>Should the above point of order, clarification or information be immediately challenged by a member, the ruling is put to the meeting for determination – without it being discussed, and the decision of the meeting is final.</p>
Disrespectful / Disorderly conduct	<p>Anyone attending a meeting who, after having been requested to refrain from disrespectful or disorderly conduct, continues to disobey a ruling from the Chairperson, must be requested to leave the meeting.</p> <p>If that person does not leave the meeting immediately, such a person could be removed from the meeting with the assistance of Protection Services.</p>
Voting	<p>All matters are decided by majority of votes cast.</p> <p>The Chairperson or the meeting may decide that voting must be by secret ballot, provided that voting for persons must always be by secret ballot. (Para 9(16) of the NWU Statute).</p> <p>The Chairperson has an ordinary vote, but may in addition exercise a casting vote in the event of an equality of votes on any matter.</p> <p>The number of votes in favour of or against any proposal is not recorded in the minutes, unless the meeting so decides.</p> <p>At the request of a member the chairperson may direct that the vote of such member be recorded.</p> <p>The views of a member who is unable to attend a meeting may be submitted in writing but may not count as a vote of such member.</p>
Apology	<p>An apology will be noted when a member electronically submits it to the Secretariat and/or the Chairperson, at least one day prior to the meeting.</p> <p>Members absent from the meeting without above mentioned apology are noted as “without apology”.</p> <p>The views of a member who is unable to attend a meeting may be submitted in writing but may not count as a vote of such member.</p>
Recording of meeting	<p>At the opening of the meeting, the Chairperson indicates that a recording will be made for minute purposes.</p>

	The recording of the meeting will be archived for historical purposes, but does not constitute the formal record of the meeting once the minutes of the meeting has been approved and signed.
Round Robin Process	<p>The Chairperson may electronically submit urgent matters in-between scheduled meetings. The Secretariat will assist in this process.</p> <p>At least two thirds of the members have to electronically confirm their involvement in the process by giving feedback, approval or non-approval. When a majority of members reaches agreement it is taken as a resolution. The secretariat shall continue submitting the request for round-robin until response had been received from at least two-thirds of the members.</p> <p>Such resolution is equivalent to a resolution of the committee and must be recorded in the minutes of the next meeting.</p>
Resources and Budget	<p>A centralised budget regarding the matters of this committee is managed within the Corporate and Information Governance Services.</p> <p>Members are responsible for their own travel and accommodation costs.</p>
Records management	All records of the committee (terms of reference, membership list, agendas, minutes, attendance register, correspondence, etc.) will be kept electronically and the hard copy sent to for permanent preservation.
Access to records of the committee	Committee members have automatic access to all records of the committee. All other interested parties must complete a request form in terms of the Promotion of Access to Information Act, which will be assessed in terms of the prescriptions contained in the Act.

6. Reporting

The Committee reports to the DVC Teaching-Learning.

7. Guiding documents

The following documents guide the operations of this Committee and any subsequently approved national policy or communicate as published in the Government Gazette or NWU policies as approved by Senate or the University Management Committee and ratified by Council:

Document	Status	Authority	Date
2018 NWU's Declaration on the Decolonisation of University Education	Approved	Council	2018
NWU Teaching Learning Strategy 2016-2020	Approved	Council	2016

8. Review

The Chairperson in consultation with the committee members will from time to time review the terms of reference to ensure that the Committee is effective.