### Status of Women Committee

**Terms of Reference**

#### Mandate

There shall be a UBC Faculty Association Status of Women Committee which will be a standing committee of the UBC Faculty Association Executive Committee. The Committee’s mandate is to facilitate and engage in networking, advocacy and policy development for women members. The Committee reports to the Executive Committee and carries out its activities subject to the approval of the Executive Committee.

#### Chair of the Committee

The Chair of the Committee will be elected for a two-year term, beginning July 1st following the election. The Chair of the Status of Women Committee shall be responsible for ensuring the duties of the Status of Women Committee are carried out in accordance with its terms of reference. The duties of the Chair shall include holding regular meetings; chairing all meetings of the Committee; coordinating orientations, resources, materials and training for members of the Committee; and reporting on the activities of the Committee to the Executive Committee in monthly and annual reports and contributions to planning retreats. The Chair shall forward communication-initiatives, requests for staffing, or requests for budgetary support to the Faculty Association President for consideration and further approvals if necessary.

#### Members of the Committee

At the beginning of an elected term of office, the Chair shall make a public call for volunteers to serve on the Committee. The Chair shall attempt to ensure that the committee has broad representation from all constituent groups. The Executive Committee shall be provided with and approve the names of the members of the Committee. The Faculty Association President shall be an ex-officio member of the Committee.

#### Conflict of Interest

A conflict of interest is any situation in which there are interests which would be likely to affect, or may reasonably be seen to affect, the impartiality or judgment of a committee member on a matter involving a member or group of members. Committee members shall be conscious of and sensitive to the issues of conflict of interest and apprehension of bias. A Committee member who perceives an issue of possible conflict of interest or apprehension of bias on their own part, or on the part of another member, whether it arises from a personal involvement or through a conflict of commitment, shall raise it. The matter shall be discussed and then resolved by the remaining members of the Committee who may direct the member to be absent from discussion, impose specified limitation on the member’s involvement, or conclude that no action needs to be taken.
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Scope of Duties

Mentoring/networking
- to support and encourage the professional development of female faculty, librarians, and program directors by fostering interaction among them.
- to sponsor educational and social activities for female members.
- to provide mentoring for female members.

Policy development
- to review the UBC Faculty Association Collective Agreement in relation to the effect of its policies on women faculty, librarians and program directors.
- to advise on the Policies of UBC Faculty Association with respect to the status of women.
- to collect, analyze and disseminate information on the status of academic women with respect to hiring practices, salary, work history, distribution by discipline and employment patterns as necessary.
- to initiate and carry out, with the assistance of UBC Faculty Association staff, such research or other activities as may from time to time seem desirable on issues of particular concern to female members, including to examine circumstances, issues and policies related to women.

Advocacy
- to represent the interests and concerns of women members and maintain liaison with all UBC Faculty Association committees regarding those interests.
- to maintain a liaison with the UBC Equity Office and other relevant bodies at UBC, to create opportunities for communication between female members and the administration on issues of current concern, including the recruitment, retention and advancement of female faculty, librarians, and program directors.
- to collaborate with other provincial and national bodies, including the CAUT Status of Women Committee.
- to promote liaison with the wider public community on significant issues.

Term of Office
Members will normally serve for one year, renewable. Any member of the Committee may resign upon giving written notice thereof to the President. Any vacancies which occur on the Committee shall be filled by the Executive Committee on the recommendation of the Status of Women’s Committee within a reasonable time.