

## Representative to Council for Inclusion and Diversity

### Purpose

The Representative to Council for Inclusion and Diversity is a member facing role. The Representative is Chair of the Inclusion and Diversity Committee and provides advice to Council on Inclusion and Diversity that may not otherwise be available on Council.

The role attends up to two Council meetings each year to inform Council of the impact of activities undertaken by the membership to improve inclusion and diversity, including recommendations for improvement. The role works in collaboration with the Executive and draws upon the support of the Inclusion and Diversity Committee members and the Inclusion and Diversity Advocates (currently a pilot scheme) on Groups and Branches.

The Chair of the Inclusion and Diversity Committee has delegated authority to:

- champion the importance of inclusion to the membership;
- provide advice and guidance on inclusion and diversity related issues of relevance to the membership;
- provide robust and supportive challenge and scrutiny of the inclusive nature of member engagement;
- provide an analysis of the insights data on the diversity of the membership, particularly in respect of under-represented groups;
- help identify any areas where inclusion and diversity efforts of the membership need improving and advise on ways that might be achieved;
- review evidence of I & D initiatives and advise on learnings;
- provide advice on achieving diversity of nominations and award applications, grants and bursaries.

As Representative to Council:

- Lead an event (in person or virtually) each year to reflect on and expand good practice for IOP committees and related EDI networks including, but not limited to, Nations, Branches and Group Officers Forum, Heads of Physics, I&D Advocates; Women in Physics; LGBT+ Physical Sciences Network
- Based on data and insights gathered by the Inclusion and Diversity team, identify best practice and recommendations for improvements;
- Attend up to two Council meetings each year to advise on progress.

The Representative to Council will receive advice and support from the Equality, Diversity and Inclusion team. They will maintain a close connection with the Trustees on the IDC and together will ensure a focus on member activities, noting the delivery of IOP's strategy is delegated to the Executive who report direct to Council.

### Time Commitment

The role requires approx 2 days time commitment per month.

The Representative to Council will attend up to two council meetings per year and may be invited to provide expertise on specific Council meeting items at other meetings. Attendance at these meetings can be virtual or in person.

### **Term of Office**

The role of the Representative to Council (Inclusion and Diversity) is a three year term, non-renewable. This appointment will take effect on 1 October 2023.

### **Remuneration**

The role of Representative to Council for Inclusion and Diversity is a voluntary position. In line with our Trustees, the role is not remunerated, however expenses such as travel (provided such travel is within the UK or Ireland) and other costs associated with participating in meetings, including providing childcare or care of other dependents and, where it is required, costs for a carer or support worker to accompany you to a meeting, shall be reimbursed. In some cases, these expenses may be paid in advance. All reasonable adjustments would be made for people who are unable to travel to meetings.

### **Type of skills and experience**

Skills/Experience: professional and/or lived:

- experience in inclusion and diversity
- up to date knowledge of existing and emerging issues and trends in I & D. Note: the role will also have access to the expertise and knowledge of the Executive and Head of Equality, Diversity & Inclusion (EDI)
- Ability to effectively chair and lead a diverse group of people

Characteristics:

- sensitivity to issues
- ability to champion inclusive behaviours and promote a culture of equality, diversity and inclusion
- ability to lead by example
- able to encourage openness through safe spaces when difficult conversations are needed

Exceptional inter-personal skills:

- ability to build and maintain positive relationships across a diverse membership

Appendix C

## Timeline and process for recruitment to Inclusion and Diversity Representative to Council 2023

