



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Terms of Reference
Equality, Diversity
& Inclusion
Subcommittee of
the Governing Body

Atlantic Technological University
Equality, Diversity and Inclusion Committee of the Governing Body

Terms of Reference

The University recognises the promotion of equality of opportunity and respect for diversity in all aspects of the University's activities as a significant contribution to good governance.

These terms of reference will be revised every three years by the Governing Body and updated as appropriate with a view to ensuring that its responsibilities in regard to the matters set out below continue to be discharged effectively through the Equality, Diversity and Inclusion Committee.

1. Purpose

To assist the Governing Body in fulfilling its oversight responsibilities in ensuring a good governance structure and to provide leadership and accountability for equality and diversity in all aspects of the University's activities.

2. Functions

It shall be the function of the Equality, Diversity and Inclusion Committee to:-

- (i) Advise the Governing Body on its Statutory obligations and best practice in relation to equality and diversity matters.
- (ii) Review and advise on the University's equality, diversity and inclusion policies and monitor the implementation of such policies.
- (iii) Make recommendations on the development and implementation of action plans that relate to equality, diversity and inclusion.
- (iv) Request and/or receive reports relating to equality, diversity and inclusion on any activities of the University.
- (v) Raise awareness on the importance of Equality, Diversity and Inclusion.

3. Meetings

- (i) The Equality, Diversity and Inclusion Committee shall meet at least three times in each academic year.
- (ii) The Equality, Diversity and Inclusion Committee shall meet at the request of the Governing Body or of the President.
- (iii) The President or a delegated officer will make the necessary arrangements for the administrative requirements of the Equality, Diversity and Inclusion Committee, inclusive of the preparation of meeting agendas, briefing documents and minutes to be issued in a timely manner to members.
- (iv) Meeting agendas will be prepared and provided one week in advance to members together with appropriate briefing materials.
- (v) Minutes of meetings will be prepared and issued in a timely manner to Equality, Diversity and Inclusion Committee members.
- (vi) The minutes of the Equality, Diversity and Inclusion Committee meetings are furnished to Governing Body members for consideration.
- (vii) The President or a delegated officer shall make arrangements for the convening of meetings, the recording of proceedings and the preparation of reports as required by the Equality, Diversity and Inclusion Committee.

- (viii) If it becomes necessary for the Equality, Diversity and Inclusion Committee, as a body, in the discharge of its functions to take independent professional advice, the President will make such arrangements.
- (ix) The EDI Managers/ EDI Leads from ATU Donegal, Sligo and Galway-Mayo will attend each meeting.

4. Membership

- (i) In appointing members to the Equality, Diversity and Inclusion Committee the Governing Body will seek to appoint a broad and diverse range of members. There will be a minimum of 40% male and 40% female members.
- (ii) The Equality, Diversity and Inclusion Committee shall be comprised of a minimum of nine members. The membership shall be as follows: -
 - Chairperson of the Governing Body or nominee
 - President or nominee
 - The Vice President with responsibility for Equality, Diversity and Inclusion
 - One member of the Governing Body who shall be a nominated staff and one member of the Governing Body who is a nominated student member.
 - Two members of the Governing Body who are neither members of staff nor student body
 - Two members with appropriate expertise who are not members of the University.
- (iii) Where the Equality, Diversity and Inclusion Committee members do not have sufficient knowledge or experience in a particular area, the Equality, Diversity and Inclusion Committee may invite persons with relevant expertise to attend meetings.
- (iv) The Chairperson of the Governing Body, or nominee, shall be the Chairperson of the Equality, Diversity and Inclusion Committee. In the absence of the Chairperson the meeting may appoint a chairperson for that meeting.
- (v) A Quorum shall be three persons.