

## **Terms of Reference and Membership**

### **Athena Swan Steering Group**

- 1 To provide vision, strategic direction and overall coordination of University activities in relation to the Athena Swan Charter
- 2 To receive data and reports from the Athena Swan Co-ordinator and other relevant post-holders and services
- 3 To oversee the development of institutional submissions under the Charter
- 4 To monitor progress in implementing institutional action plans
- 5 To agree a timetable for departmental submissions in discussion with Deans of Faculty and Faculty Working Groups, and provide a mechanism for signing off submissions
- 6 To help steer the work of the Athena Swan Co-ordinator and provide the post-holder with guidance and advice
- 7 To liaise with the Athena Swan Forum, Faculty Working Groups, YUSU and the GSA as appropriate
- 8 To provide advice and reports on progress to the Senior Management Group and Equality & Diversity Committee

#### Membership:

- Pro Vice Chancellor for Research (Chair)
- Chairs of Faculty Working Groups
- Chair of Athena Swan Forum
- Athena Swan Co-ordinator
- Registrar & Secretary
- Assistant Director of Human Resources
- YUSU representative
- GSA representative

February 2016