



**Diversity and Inclusion Advisory Committee
(DIACOM)**

**Charter and
Terms of Reference**

1. Purpose of Charter

1.1. The Diversity & Inclusion Advisory Committee (DIACOM or the Committee) Charter sets out the role, composition, authority, responsibilities and operation of the Diversity and Inclusion Advisory Committee of the Australian Academy of Science (the Academy).

2. Definition and Objective of the Academy's Diversity and Inclusion Advisory Committee

2.1. DIACOM is an advisory committee with the aim of assisting the Academy in ensuring the Academy uses its leadership and convening power, in partnership with others, to increase diversity to support, create and develop a more inclusive STEM sector.

2.2. The primary objective of the Committee is to act as an agent of and as an advisory body to EXCOM in relation to diversity and inclusion (D&I) strategy, policy, activities, and related matters at the Academy.

3. Responsibilities

3.1. The Committee's responsibilities are to:

- (i) provide regular updates to EXCOM, according to the meeting schedule, through the Spokesperson for Diversity, as the responsible EXCOM Officer, on the activities of the Committee
- (ii) report annually or more frequently as requested to Council on matters within the Committee's authority; and
- (iii) develop and review the Academy's strategy for and statement on D&I
- (iv) recommend and annually review a D&I governance framework for the Academy, including the development of a Diversity and Inclusion Policy and related procedures and processes across the Academy.
- (v) advise on diversity definitions, collection of diversity data, and the identification of diversity candidates primarily, but not exclusively for Fellowship and Awards.
- (vi) review the Academy's D&I activities, including evidence-based data that inform decisions, advising on, and endorsing for approval all external D&I related initiatives and activities, supported by a business case for each new activity.
- (vii) review the Academy's annual D&I report
- (viii) provide overarching advice on D&I matters at the Academy

4. Membership and Term

4.1. The Committee will consist of the following:

- (i) One Council member who is not an Officer (Chair);
- (ii) President as the Academy spokesperson for Diversity and Inclusion (ex-officio)
- (iii) Up to two fellows;
- (iv) Up to two early to mid-career researcher (EMCR) representatives
- (v) Up to four external members with appropriate technical skills and experience in diversity and inclusion principles and practice.

4.2. Members will be appointed by the Executive Committee (EXCOM) of Council for a term of three years with the option to renew. Members should not be appointed for more than three terms unless EXCOM considers that there are exceptional reasons for doing so.

4.3. Committee members will have a working familiarity with D&I principles and practices.

5. Duties

5.1. This section outlines the specific duties the Committee is expected to undertake in meeting its principal purpose. These duties are grouped below under eight headings:

(i) Strategy

- Advise on the development of the Academy's 4-year diversity and inclusion strategic statement
- Annually review the strategy to ensure it remains relevant, legislatively compliant and in line to the Academy's broader strategy

(ii) Governance

- Oversee the development and implementation of a D&I governance framework for the Academy
- Advise on the development of the initial Diversity and Inclusion policy for approval by Council
- Review at least annually, the Academy's D&I related policies, procedures and processes and recommend necessary improvements and amendments
- Review the effectiveness of compliance with D&I related legislation, regulations and Academy policies and procedures

(iii) D&I activities and Operational Planning

- Advise on the Academy's D&I priorities
- Review and endorse the annual operational plan for D&I activities
- Endorse all externally facing D&I initiatives and activities ensuring they are supported by an evidence-based Business Case and identified funding source, for approval by EXCOM.

(iv) Advice

- Advise on diversity definitions, dimensions and characteristics relevant to identifying diversity candidates for Fellowship and Awards
- Advise on mechanisms, methods and systems for collection and reporting D&I data
- Provide technical advice and expertise on all D&I matters for the Academy

(v) Reporting

- Review the Academy's annual D&I report and comment on:
 - a) priorities and progress towards goals;
 - b) the degree to which D&I is embedded across the AAS as a core value;
 - c) the extent to which the Academy collaborates with external agencies in the D&I space
- Provide an annual report to Council on the activities of DIACOM, including the Academy's level of compliance with all relevant legislative, regulatory and governance requirements

(vi) Other Matters

- Deal with such other matters relating to the D&I function as may arise from time to time.
- Accept other delegated responsibilities that Council deems appropriate

6. Chair

6.1. The member representing Council on DIACOM shall Chair the Committee.

6.2. Should the Chair be absent from a meeting and no Acting Chairperson has been appointed; the members of the Committee present at the meeting have authority to choose one of their number to be Chairperson for that particular meeting.

7. Meetings

- 7.1. The Committee will meet at least four times per year and at other times as required by the Chair. These meetings may be face to face or via teleconference.
- 7.2. In addition, the Chair will call a meeting of the Committee if so requested by any member of the Committee, or by Council.
- 7.3. Scheduled meetings will have the following suggested minimum content. In addition to the agenda items indicated in the table, any other relevant reports or significant correspondence will form part of the agenda pack for that specific meeting.

ITEM	MEETING			
	FEB	APR	JUNE	OCT
Review of D&I strategy				P
Annual review of legislative compliance			P	
Annual review of D&I policy and related procedures and processes	P			
Endorse D&I operational plan		P		
Annual report to Council on D&I activities				P
Secretariat report on D&I activities and initiatives	P	P	P	P

8. Attendance at meetings and quorum

- 8.1. Other Academy Fellows and staff may attend Committee meetings, as invited.
- 8.2. Officers of the Academy may attend any meeting and should attend for major items in their portfolio
- 8.3. The external stakeholders may be invited to attend meetings to present as subject matter experts or as observers.
- 8.4. The quorum for a meeting is three members.

9. Access and Relationships

- 9.1. The Committee also has the authority to consult any independent professional adviser it considers appropriate to assist in meeting its responsibilities.

10. Reporting

- 10.1. A representative from the Academy secretariat will act as Secretary for the Committee.
- 10.2. The Secretary of the Committee in conjunction with the Chair shall be responsible for circulating the meeting agenda and associated documentation to Committee members prior to a meeting.
- 10.3. Proceedings of all meetings are minuted by the Secretary and signed by the Chair.
- 10.4. At least annually, the Chair of DIACOM shall submit an annual report to Council summarising DIACOM's activities during the year. The report must include:
 - (i) A summary of the work performed by the Committee to fully discharge its duties during the preceding year.
 - (ii) Details of meetings, including the number of meetings held during the relevant period, and the number of meetings attended by each member.

11. Review of Charter

- 11.1. The DIACOM Charter is reviewed annually by the Committee to ensure it remains consistent with the Committee's authority objectives and responsibilities, and with Academy Bye-Laws.
- 11.2. Significant changes to the Charter are recommended by the Committee, endorsed by EXCOM and approved by Council.