



CAASTRO

**ARC Centre of Excellence for All-sky
Astrophysics**

Gender Action Committee

Terms of Reference

CAASTRO
June 2014

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Background

The ARC Centre of Excellence for All-sky Astrophysics (CAASTRO) aims to establish Australia as the world-leader in the emerging discipline of wide-field astronomy. CAASTRO will answer fundamental questions about the nature of the Universe, develop innovative ways of processing enormous data-sets, and enable a diverse set of opportunities for students and early career researchers.

Function of the CAASTRO Gender Action Committee

The Gender Action Committee aims to assist the CAASTRO Director and Executive with the development of strategies that promote gender balance. This includes making recommendations on ways in which CAASTRO can balance its gender representation, and boost opportunities for our female staff and students, and monitor progress.

The Gender Action Committee provides broad representation from its membership and different levels within the centre, including members from different member organisations, different genders and nationalities.

Gender Action Committee Membership

The following people have agreed to participate in the CAASTRO Gender Action Committee:

- Professor Brian Schmidt, ANU (Chair)
- Dr David Parkinson, University of Queensland
- Dr Cath Trott, Curtin
- Dr James Allison, CSIRO
- Prof Rachel Webster, University of Melbourne
- Prof Elaine Sadler, University of Sydney
- Dr Fang Yuan, ANU
- Ms Jessica Bloom, University of Sydney

The CAASTRO Chief Operating Officer will also be in attendance at all meetings as an observer. Other CAASTRO Executive members are also welcome to attend as observers.

Appointments to the Gender Action Committee will initially be made by the CAASTRO Executive, and from then on in consultation with the Gender Action Committee itself. The appointment of the Chair will be made by the CAASTRO Executive. Appointments to the committee will be for a two 2-year period.

Confirmation of appointment periods will occur at the first Face-to-Face meeting of the Gender Action Committee. The funding for CAASTRO is from 1 April 2011 until 31 April 2018, with a mid-term review in 2014 for continued funding. Gender Action Committee terms will align with these dates.

Role of the CAASTRO Gender Action Committee

- CAASTRO is an unincorporated joint venture, and the role of the CAASTRO Gender Action Committee will be to discuss, provide advice and make comment on, the following issues facing CAASTRO. Topics may include (but not be limited to):
- Improving the representation of women in CAASTRO.
- Improving the access, retention, participation and success for female staff and students.
- Improving all aspects of the CAASTRO's capacity for working well with female staff, affiliates, associates, partners and students.
- Improving support, particularly in regard to communication, cultural awareness and social issues for female members.

The committee will:

- Establish CAASTRO-wide Gender Action goals.
- Consider and make recommendations to the CAASTRO Executive on priorities in relation to gender equity and gender related matters.
- Have an awareness of greater diversity issues and make recommendations as appropriate.
- Identify actions for the achievement of relevant goals and the implementation of strategies.
- Monitor progress in relation to the implementation of these strategies and the achievement of prescribed goals.
- Report back to CAASTRO members at the Annual Retreat and in the CAASTRO Newsletter.

Responsibilities of individual members

The responsibilities of the individual members over time may include:

- Attend a half day meeting of the CAASTRO Gender Action Committee and then three video meetings every year;
- Understand the strategic implications and outcomes of initiatives being pursued through Gender Action goals;
- Propose and provide independent, honest and constructive feedback on a variety of initiatives to improve equality and Gender Action outcomes;
- Be an advocate for CAASTRO's Gender goals; and

- Share input and feedback.

Benefits to individual members

The benefits to participating members include opportunities to:

- Provide direct input in the development of CAASTRO Gender Action goals; and
- Participate in a unique interaction with peers who share common outcome goals.

Chair

The Chair, Professor Brian Schmidt shall convene the CAASTRO Gender Action Committee meetings. If the Chair is not available, then the Chair will delegate to an Acting Chair from within the Gender Action Committee who will be responsible for convening and conducting that meeting. The Acting Chair will be Professor Rachel Webster, unless she is unavailable. The Acting Chair is responsible for informing the Chair as to the salient points/decisions raised or agreed to at that meeting.

Meetings

The CAASTRO Gender Action Committee shall meet face to face for half a day, and then three times each year for a two hour videoconference.

Agenda Items

All CAASTRO Gender Action Committee agenda items must be forwarded to the Committee Secretary, the CAASTRO Chief Operating Officer, three working days prior to the next scheduled meeting.

Correspondence

The CAASTRO Gender Action Committee agenda will be distributed electronically at least two working days prior to the scheduled meeting. General communication between meetings will usually be via email or intranet.

Proxies to Meetings

Members of the CAASTRO Gender Action Committee are not able to nominate a proxy to attend a meeting if the member is unable to attend.

Quorum Requirements

A minimum of 5 members of CAASTRO Gender Action Committee is required for the meeting to be recognised as a formal meeting for the recommendations or resolutions to be valid.

Committee Secretarial Contact:

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