Imperial 600 Core Working Group roles – do put yourself forward

The new steering group will meet formally just once a term so you don't have to be based at South Ken. To be a member of the Steering Group you just need to self-identify as LGBT and be a member of Imperial staff. Names of steering group members will be on the Imperial 600 webpage.

Chair (or female & male Co-Chairs)
1. Chair and facilitate meetings with support from the Equality and Diversity Unit
2. Jointly support any sub groups responsible for various Imperial 600 activities.
3. Promote the forum and its work, including talks/presentations, to the membership and senior management
4. Liaise and work with the Chairs of Able@Imperial and Imperial as One on joint projects
5. Create and maintain links to other HEI LGBT networks and those of neighbouring institutions.

Communications Rep(s)
1. Give publicity to the group and communicate information to members, liaising with other steering group members and the Equalities Unit and IC Communications to achieve this
2. Is the main point of contact for people and organisations wishing to work with the network
3. Helps promote major Imperial 600 events and activities via email, web and Facebook
4. Is supported by a communications working group if desired

Social Secretary(s)
1. Organizes the regular social events for Imperial 600. The Social Secretary is NOT expected to attend all or even most events but ensures that Steering Group members or other Imperial 600 members are there to host events.
2. Coordinates other events, working with the Equalities Unit.
3. Is supported by a group of social reps

Unions/HR Liaison Rep(s)
1. Provide feedback to HR on both new and existing policies and procedures including monitoring.
2. Liaise with trade unions and HR on matters concerning Imperial 600 collectively e.g. terms of contracts etc. and inform the membership of the services offered by unions, HSC’s, HR, Occ Health and CIC.
3. Act as a conduit to pass on union/HR issues that concern members

Student Liaisons Rep(s)
1. Works with IQ (the student LGBT society) and other Imperial College Union representatives to organize joint events and ensure staff and student networks are informed about forthcoming activities.

Campus Reps
1. From any campus not represented by other steering group post-holders.
2. Facilitate local publicity on their campus.
3. Help host events on their campus (e.g. Hammersmith cocktails).

Members at large
1. Without a specific portfolio but might take on particular projects such as the Stonewall workplace index or liaising on trans* issues.

(as well as the steering group members above, you can be involved as one of the volunteer hosts of the regular social events - it involves just turning up to be there so there's always someone).

If you'd like to find out more about the roles or just talk about getting involved do get in touch with one of the interim steering group members - see the Imperial 600 webpage (and scroll down).

You can nominate yourself by emailing Leyla Okhai in the Equality and Diversity Unit [l.okhai@imperial.ac.uk ] with Imperial 600 nominations in the subject, saying which post(s) you’d like to do.

Timetable: nominations close midnight Weds 15 January 2014. If required, Elections at a Special General Meeting (AGM) 18:00 h on Weds 29 January.