Imperial 600 roles and responsibilities

Chair or co-chairs
Elected by the network for a period of three years.

Where co-chairs are elected they must represent different identities from the LGBTQ+ community.

Responsibilities
- Lead the Imperial 600 network and chair meetings of the Imperial 600 steering group
- Coordinate the activity of the network as a whole
- Represent the network at internal and external meetings, conferences and events
- Establish and maintain links with other internal and external groups to the benefit of the network
- Oversee and coordinate the development and review of network objectives and strategy

Membership and Governance Coordinator
Nominated by the chair and agreed by the steering group for a period of three years.

Responsibilities
- Maintain the network membership list, sending welcome emails as required
- Maintain a calendar of upcoming activity for the network
- Service meetings of the Imperial 600 Operations Group and the Imperial 600 Steering Group (preparing agendas, circulating information and producing written notes/-actions)
- Ensure the network Co-chairs are held accountable by challenging decisions to ensure they are consistent with the networks objectives

Exhibition Road Coordinator
Nominated by the chair and agreed by the steering group for a period of three years.

Responsibilities
- Liaise with the network chairs at organisations which are members of the Exhibition Road Group (currently The Natural History Museum, The Science Museum and The V&A)
- Approve requests to join the Exhibition Road Facebook Group (shared with Social Media Coordinator)
- With the Exhibition Road Group, organise at least two social events per year
- Ensure the Exhibition Road Group remains sustainable by encouraging participation from existing member organisations and/or recruiting new member organisations from the local area
Pride Coordinator
Nominated by the chair and agreed by the steering group for a period of three years.

Responsibilities
• Coordinate the end-to-end process of the College’s participation in Pride including:
  o Submitting the application and, if approved, coordinating the sign-up process
  o Seeking quotes from relevant suppliers and developing a budget
  o Commissioning an external designer for the design of materials required for Pride e.g. t-shirts, banners
  o Liaising with the Staff Networks Coordinator in the Equality, Diversity and Inclusion Centre to purchase relevant items
  o Working with the Social Media Coordinator and the College Internal Communications Team to develop a communications strategy
  o Reviewing the College’s participation in Pride each year as a process of continued improvement

LGBT History Month Coordinator
Nominated by the chair and agreed by the steering group for a period of three years.

Responsibilities
• Coordinate the end-to-end process of the College’s acknowledgement of LGBT History Month including:
  o Developing a proposal for how the network and College should acknowledge LGBT History Month
  o Working with relevant people to organise activity either internally or externally (e.g. through LUKI or the Exhibition Road Group)
  o Working with the Social Media Coordinator and the College Internal Communications Team to develop a communications strategy
  o Reviewing activities for LGBT History Month each year as a process of continued improvement

Stonewall Workplace Equality Index Coordinator
Nominated by the chair and agreed by the steering group for a period of three years.

Responsibilities
• Liaising with the Quality, Diversity and Inclusion Centre and the Associate Provost (Equality, Diversity and Inclusion) regarding the College’s annual submission to the Stonewall Workplace Equality Index (WEI)
• Drafting, proof reading and/or editing sections of the WEI submission
• Coordinating activity related to specific objectives regarding the College’s WEI submission
• Liaising with Stonewall and other organisations to identify best practice in improving equality, diversity and inclusion
• Taking a lead role in the annual review of the College’s submission
Social Media and Website Coordinator
Nominated by the chair and agreed by the steering group for a period of three years.

Responsibilities
- Develop and implement a web and social media strategy for the network
- Maintain the networks web and social media presence through regular updates
- Work with other members of Imperial 600 to develop web and social media content for specific events and activities
- Approve requests to join the Exhibition Road Facebook Group (shared with Exhibition Road Coordinator)

Allies Programme Coordinator
Nominated by the chair and agreed by the steering group for a period of three years.

Responsibilities
- Coordinate the development of a structured Allies Programme at Imperial College London including:
  - Researching best practice
  - Developing a proposal and identifying resource requirements
  - Implementing a programme
  - Developing a communications and marketing strategy

Reverse Mentoring Coordinator
Nominated by the chair and agreed by the steering group for a period of three years.

Responsibilities
- Coordinate the development of a structured Reverse Mentoring Programme at Imperial College London including:
  - Researching best practice
  - Developing a proposal and identifying resource requirements
  - Implementing a programme
  - Developing a communications and marketing strategy