

CILIP LGBTQ+ Network

Interim Terms of Reference

Purpose

1. The LGBTQ+ Network has been established to:

Provide an authoritative voice on LGBTQ+ issues within the Library, Information and Knowledge Management community, and ensure the Network has a recognised role and provides opportunity for its members to share their voice at events and within public discussions.

Provide guidance and signpost organisations and individuals towards relevant information and requirements for developing an LGBTQ+ inclusive library or information/knowledge-based organisation.

Enable the development of visible role models for the LGBTQ+ community within libraries and the information/knowledge sector.

Engage in dialogue and working with other CILIP Networks (including, but not only BAME and other Diversity Networks once set up) and reporting back on the results of these conversations to other Network members.

Ensure that leading principles of intersectionality, diversity and inclusivity are followed in the Network's activities, campaigns and governance. Engage with all Library, Information and Knowledge workers and students regardless of their stage of career, organisational position, or identity.

Engage with Library, Information and Knowledge Management course providers and their students as a way to embed the Network ethos into library and information studies.

Provide an authoritative voice for development activities e.g. events such as public speaking, Library, Information and Knowledge Management course modules, general and specific training.

Harness Network members' experience and knowledge to achieve the Network's goals.

1.1 Membership of the LGBTQ+ Network is open to all library, knowledge and information professionals who identify as LGBTQ+. Persons do not need to be a CILIP member in order to join the Network.

1.2 The LGBTQ+ Network is one of four CILIP networks known collectively as "Diversity Networks". The other Diversity Networks are:

- The Black, Asian and Minority Ethnic Network (launched in June 2019)
- The Disability Network (to be launched in 2020)
- Womens' Network (to be launched in 2020)

Scope

2. The LGBTQ+ Network's scope is to:

Aim to provide its members, and organisations they represent, with the skills and knowledge to develop supportive LGBTQ+ services.

Provide a safe space where Network members are able to raise issues of LGBTQ+ discrimination in the workplace. Signpost members to resources and organisations that can support individuals in addressing LGBTQ+ issues with their employer.

Support LGBTQ+ people within the Library, Information and Knowledge Management community being more open about their LGBTQ+ identity.

Report back on and feed into CILIP's Equalities, Diversity and Inclusion work as a CILIP Network with a specific relevant community focus.

Develop authoritative resources that can be used by all within the Library, Information and Knowledge Management community, including individuals and organisations. These resources would include (but not only):

- Providing starting points for responses for libraries to use when they get complaints etc. about book displays, book choices, Drag Queen Story Time (<https://dragqueenstorytime.com/>).
- Supporting libraries as a safe space.
- How to challenge hate speech.
- Sharing examples of and best practice from events that have gone well and providing help and support when activities haven't been successful.
- Maintaining awareness of current events and developments.
- Creating Q & As or "best practice" e.g. "what to do when..."
- Pulling together compelling strands and stories relevant to the Network, including members' experience, including videos and photos as well as text.
- Links to relevant radical, small publishers and bookshops including events hosted by them.
- Marketing resources for LGBTQ+ History Month (posters etc).

Goals

3. The LGBTQ+ Network's goals are to:

Empower individual members to put on events, book displays, and activities relevant to the Network, with the Network as support, resource and information provider.

Develop and provide an appropriate official logo, along with templates for flyers, posters, and other promotional materials.

Work with BAME Network, and the other Diversity Networks once they're set up.

Promote and market the Network as widely as possible.

Look for any existing statistics on LGBTQ+ people in the workforce at all levels. Run a simple SurveyMonkey survey of Network members to capture information about their identity, and career/role level e.g. management, entry level, student. To be run annually for benchmarking purposes.

Set up a calendar of significant equalities dates and events, including:

- LGBT history month
- Banned books week
- Holocaust Memorial Day
- Black History Month
- International Women's Day

Foster relationships with other groups and organisations of mutual interest outside of the Library, Information and Knowledge Management sector e.g. bookshops, national and local LGBTQ+ organisations.

Once the network is set up, we will let bookshops etc. know that we exist and what we can do in terms of promoting and organising events.

Rules governing the LGBTQ+ Network

4. The activities and procedures of the LGBTQ+ Network and any sub-groups shall be governed by the CILIP Charter, Byelaws, General Regulations, the LGBTQ+ Network Terms of Reference, and any guidance issued to accompany them.

5. These Terms of Reference are supplementary to the General Regulations of CILIP and can only be amended by agreement of the CILIP Board.

Memorandum of Understanding

6. The Memorandum of Understanding is an agreement which sets out the key responsibilities of a Member Network (Regional Member Networks, Special Interest Groups and Diversity Networks) and CILIP staff. A copy of this can be found at Appendix 1. Member Networks will be asked to agree to these responsibilities as part of the business planning process.

Delivery

7. The LGBTQ+ Network will deliver on its purpose and goals, within available resources, through:

- Effective governance and management
- Developing plans which support overall organisational aims and objectives with regards to Equality, Diversity and Inclusion
- Up-to-date information on the CILIP website
- Regular communications (newsletter, e-bulletin, web, social media, journal)

- Programme of training and events; ensuring these are advertised via the CILIP website
- Links with CILIP Regional Member Networks and CILIP Special Interest Groups
- Contributing to policy development where appropriate

Business plan

8. The officers of the committee of the LGBTQ+ Network shall produce a business plan on the proposed work of the Network once every three years.

8.1. The business plan shall be submitted to CILIP Head Office according to the agreed timetable and be no longer than four sides of A4.

9. Payment of capitation to the LGBTQ+ Network is dependent upon the receipt of the Network's three year business plan.

Annual report

10. The officers of the LGBTQ+ Network shall submit an annual progress report to CILIP Head Office on the work of the Network according to the agreed timetable.

Sub-Groups

11. Subject to approval of CILIP Board the LGBTQ+ Network committee may establish and dissolve sub-groups to facilitate provision of services to members.

11.1. The LGBTQ+ Network shall follow any guidance issued by CILIP Head Office regarding sub-groups.

11.2. The LGBTQ+ Network's committee shall take full responsibility for any sub-groups.

11.3. The LGBTQ+ Network's committee shall be accountable for the governance, activities and finances of any such sub-groups and for adequate reporting by sub-groups to the Network's committee

11.4. The LGBTQ+ Network's committee shall ensure appropriate CILIP staff are given up-to-date information about any sub-groups.

Governance

12. The governance year for the LGBTQ+ Network shall be the calendar year; beginning on 1st January each year.

Finance

13. The LGBTQ+ Network shall use the official banking institution and follow the financial procedures set out in the Member Networks Treasurers' Guidelines document.

14. The annual accounts of the LGBTQ+ Network shall be prepared by the Treasurer on a calendar year basis according to the agreed timetable.

14.1. The annual accounts shall be inspected by CILIP's Finance Department.

Contracts

15. The LGBTQ+ Network's committee cannot enter any contractual agreement (beyond the routine programme of Diversity Network activities) which carries risk for CILIP, or be in the receipt of grants, without the prior approval of the CILIP Chief Executive or a member of CILIP staff to whom this matter has been delegated by the Chief Executive.

16. Any contracts for services worth a total of £500-£2000 shall be sent to CILIP Head Office for record.

17. Any contracts for services worth a total of £2,000 or more shall be sent to CILIP Head Office and Head Office should be a co-signatory on the contract.

18. The LGBTQ+ Network shall not offer any contracts of employment.

19. Advice, guidance and approval shall be provided by CILIP Head Office to a Diversity Network considering setting up a contractual agreement.

Accountability

20. CILIP is accountable for the actions of its Diversity Networks and any sub-groups. The LGBTQ+ Network is therefore required to comply with the requirements of charity governance which regulate CILIP. These require the Network and any sub-groups to demonstrate:

20.1. Conformity with best practice in charity governance

20.2. Compliance with CILIP's requirements for financial governance

20.3. Activity which is in the public interest and for public benefit

Reporting

21. The LGBTQ+ Network committee shall provide appropriate CILIP staff with:

21.1. The governance of the LGBTQ+ Network including the provision of AGM minutes (each year)

21.2. Up-to-date details of committee members (each year)

21.3. Financial information (each year)

21.4. A report on activities (each year)

21.5 A business plan (every three years)

Membership of the LGBTQ+ Network

22. Membership of the LGBTQ+ Network is open to all library, knowledge and information professionals who identify as LGBTQ+. Persons do not need to be a CILIP member in order to join the Network.

CILIP website

23. The LGBTQ+ Network must have a presence on the CILIP website. This shall be a source for CILIP members and non-members to find information about the Network and its activities.

LGBTQ+ Network committee

24. The affairs of the LGBTQ+ Network shall be conducted by a committee.

Essential committee roles

25. The committee shall appoint a Chair, Secretary and Treasurer, by a process of nomination and, if required, secret ballot. These roles are essential for the management of all Member Networks.

25.1 The Chair, Secretary and Treasurer must be members of CILIP.

Role of Chair

26. The Chair is the lead officer of the LGBTQ+ Network and is responsible for coordinating activities, ensuring that the core offer and priorities as set out in the business plan are met and acting as key spokesperson for the Network.

Role of Secretary

27. The Secretary of the LGBTQ+ Network is responsible for non-financial governance and administration.

Role of Treasurer

28. The Treasurer of the LGBTQ+ Network is responsible for financial governance and administration.

Committee members

29. The committee may appoint from the members of the Committee a Vice Chair if it is necessary for the effective conduct of business.

30. The committee shall have no more than 20 members and be composed of:

- The appointed officers of the LGBTQ+ Network: Chair, Secretary and Treasurer.

- A number of appointed members of the LGBTQ+ Network; the number to be approved by the LGBTQ+ Network in a General Meeting (generally not fewer than 6 and not more than 17).
- Other co-opted committee members as the committee deems appropriate.

Appointment procedure

31. The LGBTQ+ Network committee shall have a transparent procedure for the appointment of its new members and is responsible for:

- Overseeing succession planning
- Reviewing and making recommendations of the composition of the committee
- Making recommendations on a person specification for the person being sought
- Seeking out and making recommendations on new members

32. Officers and members of the committee are appointed for a period of two years but may be re-appointed.

Length of service

33. No officer or committee member should serve on the committee for longer than a period of three consecutive terms. A gap in service of at least one year is required before that member can serve again on the committee.

33.1. In an exceptional situation, on request from an officer on the committee, CILIP may grant a temporary waiver of the time limits on the length of service of a committee officer or member, in order to ensure the continuation of the Network's activities.

Absence from meetings

34. A member of the LGBTQ+ Network's committee absent without good reason for three consecutive meetings of the committee may have membership of the committee terminated by the committee.

Number of committee meetings

35. The committee may meet together as many times as they deem necessary for the dispatch of business and adjourn or otherwise regulate their meetings as they think fit and may hold meetings in person or by suitable electronic means.

Procedure at committee meetings

36. The LGBTQ+ Network is required to run effective meetings and take a reasonable and responsible approach to procedural propriety.

36.1. Adequate notice should be given of the meeting and its agenda.

36.2. The Chair of the LGBTQ+ Network shall chair the meeting. Otherwise the meeting shall elect a chair from persons present.

36.3. General meetings and committee meetings are deemed to be open meetings unless there is a valid reason for an item or items to be taken in private as reserved business.

36.4. The quorum necessary for decisions to be made at meetings of the committee shall be one third plus one member of the committee present in person or by electronic means.

36.5. The LGBTQ+ Network's committee may establish Task & Finish Groups as required for the effective conduct of Network business.

Voting

37. Voting at committee meetings shall be determined by a majority of the votes of committee members present in person or by electronic means by a show of hands or secret ballot as appropriate. If there is an equality of votes, the Chair shall have a second or casting vote.

Annual General Meetings

38. The Annual General Meeting (AGM) of the LGBTQ+ Network shall be held once in every year at such place and at such time as the Network's committee may determine, provided that no more than sixteen months shall elapse between such meetings.

39. AGMs may also be held online for which CILIP will provide guidance.

40. The quorum for a LGBTQ+ Network AGM shall be half the number of serving Network committee members plus one.

41. At least 28 days' notice in writing of every AGM shall be given to all members of the LGBTQ+ Network specifying the place, the day and the hour of the meeting. The notice is exclusive both of the day on which it is served or deemed to be served and of the day for which it is given. Notice in writing includes email notifications or newsletters and notices in Information Professional magazine.

42. The business of the AGM shall be to:

- Confirm the minutes of the preceding AGM
- Receive the Annual Report of the LGBTQ+ Network's committee
- Receive the LGBTQ+ Network accounts
- Receive the names of the LGBTQ+ Network officers
- Consider any motions put to the AGM

43. Voting at an AGM shall be by members present and not by proxy.

General meetings

44. The LGBTQ+ Network membership may also require a general meeting of the LGBTQ+ Network to be convened.

45. On receipt of a requisition signed by 5% or 25 members of the LGBTQ+ Network whichever figure is lower, and stating clearly the purpose of the meeting, the LGBTQ+ Network committee must convene the general meeting not later than 10 weeks after receipt of the requisition.

46. General Meetings may also be held online for which CILIP will provide guidance.

47. The quorum for any other General Meeting of the LGBTQ+ Network shall be 5% or 25 members of the Network, whichever figure is lower.

48. Notice of such a General Meeting, whether convened by the LGBTQ+ Network's committee or required by the Network's membership, shall be given to all members of the LGBTQ+ Network at least 21 days before the date fixed for the meeting. This is exclusive both of the day on which it is served or deemed to be served and of the day for which it is given.

49. If the LGBTQ+ Network's committee fails to act on a requisition from the LGBTQ+ Network membership, then its members making the requisition may require CILIP staff to convene a general meeting of the LGBTQ+ Network.

50. Voting at a General Meeting shall be by members present and not by proxy.

51. Any resolution put to the meeting shall be decided on a simple majority by a show of hands or secret ballot as appropriate. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

Raising issues

52. The LGBTQ+ Network is encouraged to raise any issue with CILIP Board. If the Network wishes to raise a matter with CILIP Board, the first approach generally should be by one of the officers to an appropriate member of CILIP staff.

Member Council

53. The LGBTQ+ Network will have representation on the Members' Council, a sub-committee of the Board, once this Council has been established.

Corporate branding

54. The LGBTQ+ Network must include an appropriate CILIP logo, in addition to any Network logo, on any LGBTQ+ Network materials.

55. The LGBTQ+ Network shall comply with CILIP's corporate branding policy, including use of logos, issued by appropriate CILIP staff.

Partnership

56. The LGBTQ+ Network shall work in partnership with appropriate CILIP or CILIPS staff.

57. Activists in the LGBTQ+ Network shall work in partnership with the relevant CILIP or CILIPS staff on all matters that have significance at national (that is, England, Scotland, Wales, or Northern Ireland or UK-wide) levels.

58. The LGBTQ+ Network is asked not to initiate activity of a national nature without first consulting CILIP or CILIPS staff who will respond to such requests in a timely manner. This helps to ensure that CILIP/CILIPS presents a co-ordinated and coherent face to the world.

59. CILIP staff including staff in Scotland, Wales and Northern Ireland as well as staff at Head Office will work in partnership with Special Interest Group activists on all matters that have significance in their sphere of interest. CILIP staff will notify the relevant Special Interest Group where there are plans or activities which have an impact on their sphere of interest.

Dissolution

60. CILIP Board may dissolve the LGBTQ+ Network if:

60.1. The Network has repeatedly been unable to fulfil its objectives as agreed by CILIP Board or

60.2. Membership of the Network has fallen significantly or

60.3. The Network applies to CILIP Board to be dissolved.

Appendix 1

Interim Memorandum of Understanding between CILIP and CILIP's Member Networks (Regional Member Networks, Special Interest Groups and Diversity Networks)

CILIP has a wide range of Member Networks; comprising Regional Member Networks, Special Interest Groups and Diversity Networks

The memorandum of understanding sets out the responsibilities of the Member Network and the responsibilities of CILIP Head Office to that Member Network. Member Networks agree to these responsibilities as part of the annual business planning process.

IT IS AGREED:

1. Responsibilities of CILIP

1.1 General: CILIP will work with and support Member Networks to enable them to deliver core offers to their members.

1.2 Development Officer (Member Networks): The Development Officer (Member Networks) will provide support, guidance and information to Regional Member Network and Special Interest Group committee members. They will raise issues on behalf of the Member Networks, where appropriate, to other CILIP staff. They will also endeavour to attend one committee meeting or event of each Member Network per year.

1.3. Policy Manager (Equality, Diversity and Inclusion): The Policy Manager (Equality, Diversity and Inclusion) will provide support, guidance and information to Diversity Network committee members. They will raise issues on behalf of the Member Networks, where appropriate, to other CILIP staff. They will also endeavour to attend one committee meeting or event of each Diversity Network per year.

1.4 Induction support: CILIP will provide support and advice and develop induction materials for all incoming committee members

1.5 Member Networks Toolshed: CILIP will maintain and develop the Member Networks Toolshed on CILIP's website in order to provide a place for the key documents, guidance, support and tools for members working on behalf of the Member Networks.

1.6 Capitation: CILIP will provide annual capitation to Member Networks, as long as that Member Network satisfies the finance conditions, has a CILIP Unity Trust Bank account, and has submitted its business plan. CILIP General Regulations Appendix F, Part 2 – Group Rules Page 13 of 14

1.7 Finance support: CILIP's Finance Department will provide help and guidance in relation to the financial administration of Member Networks and their annual financial return. CILIP's Finance department will carry out the year-end independent examination for all Member Networks.

1.8 Membership support: CILIP will provide information, membership data and support in using Communicator to assist Member Networks in the delivery of communications and activities to members.

1.9 Website: CILIP will host a content management system and appropriate web functionality for the provision of the Member Network website. CILIP shall also provide

appropriate support through the Online Information Manager, Development Officer (Member Networks) and IT Team.

1.10 Member Networks Forum: CILIP shall provide two meetings a year for a representative (usually an officer) of each Member Network to come together with other Member Networks to discuss issues and network.

1.11 Accountability: CILIP, as a charity and professional body, will work for members and for the public good. CILIP will comply with the requirements of charity governance and demonstrate conformity with best practice in charity governance. CILIP will be accountable for the actions of all Member Networks.

1.12 Partnership: CILIP staff will work in partnership with Member Networks on all matters that have a regional or special interest significance. CILIP staff will notify Member Networks where there are plans or activities which have an impact on their sphere of interest or region.

1.13 Conduct: CILIP Head Office staff will act reasonably and with care to all members involved in the activities of Member Networks. CILIP will show respect and value the members of Member Networks who freely give their time to be active participants and will be mindful that they have other demands on their time.

2. Responsibilities of the Member Network

2.1 Regulations: Member Networks will act in accordance with the Charter, Bye-Laws, General Regulations and any guidance notes issued to accompany them.

2.2 Member Offer: Member Networks will further the aims of CILIP by delivering a core offer to their members, within available resources. CILIP General Regulations Appendix F, Part 2 – Group Rules Page 14 of 14

2.3 Business Plan: Member Networks will produce a three year business plan and submit it to CILIP Head Office as a requirement to receive capitation.

2.4 Report on activities: Member Networks will report annually on its activities either by completing the 'outcome' column on the business plan and resubmitting it or by ensuring that CILIP Head Office receives an annual report with a summary of activities and achievements.

2.5 Finance: The Treasurer, working with other officers, will undertake financial administration and produce and submit the annual year-end return.

2.6 Membership support: Member Networks will comply with CILIP's data protection protocol and any committee members or activists who handle data will sign CILIP's Member Networks' Data Protection Agreement.

2.7 Governance: Member Networks will provide key governance information including AGM minutes and up-to-date details of committee members.

2.8 Accountability: Member Networks will comply with the requirements of charity governance and demonstrate conformity with best practice in charity governance, compliance with CILIP's requirements for financial governance and activity which is in the public interest and for public benefit.

2.9 Partnership: Member Networks will work in partnership with appropriate CILIP staff on all matters that have significance at national levels.

2.10 Conduct: Committee Members will act reasonably and with care in all matters relating to CILIP and must always bear in mind the interests of CILIP and its objectives.